1.0 Purpose

1.1 For each new grant or contract awarded, a new research account must be established. Normally, the grant-holder or principal investigator on a contract will be the account holder (i.e., will have primary signing authority on the account).

2.0 Applicability

2.1 University-wide

3.0 Definitions

3.1 None applicable

4.0 Implementation

4.1 FOR GRANTS

- Complete and sign a request to open an account form (Adobe Acrobat PDF Form-Fillable).
- Attach a copy of the grant approval or letter of award.
- Forward the documents to the appropriate dean, director, or department chair for approval and signature(s).
- For all Saint John accounts, forward to the Financial Analyst, Financial and Administrative Services for approval and signature.
- Return to ORS for approval. When an account is assigned you will be contacted.

4.2 FOR CONTRACTS

- Complete and sign a contract authorization form (Adobe Acrobat PDF Form-Fillable).
- Attach a copy of the approved contract proposal with notice the contract was awarded. This proposal must include the full budget with overheads calculated;
- Forward to appropriate department chair and/or dean or director for approval and signature(s).
- For all Saint John accounts, forward to the Financial Analyst, Financial and Administrative Services for approval and signature.
- Return to ORS for approval (upon subsequent award of contract). When an account is assigned you will be contacted.

4.2.1 The accountholder may assign signing authority for up to two (2) additional persons.

4.2.2 Any person having signing authority on an account must hold either an academic appointment or a full-time staff position at UNB.

5.0 Interpretation and Questions

5.1 For further information please contact: Dwight Ball Executive Director, ORS Tel: (506) 453-3558 Fax: (506) 453-3522 E-mail: fdball@unb.ca Ana Espejo Manager, Pre-Award Services, ORS Tel: (506) 453-4674 Fax: (506) 453-3522 E-mail: espejo@unb.ca