

Early Researcher Award (ERA) Project Information

INFORMATION FOR THE RESEARCHER

Attachments	The account package typically contains copies of: Part A from Schedule A – Project Description, Project Budget, Milestones and Deliverables ERA Agreement Schedule B – Eligible Project Expenditures ERA Agreement Schedule C – Eligible matching contributions ERA Agreement Schedule D - Project Status Report (template) Department letter of support, submitted at time of application (matching contribution)
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INFORMATION FOR THE RESEARCH ACCOUNTANT

The attached agreement represents the full award to McMaster. Each individual award is referred to in Schedule A. Although accountants should familiarize themselves with the entire award agreement articles/schedules of interest include:
Article 2 – The Project
Article 6-Reporting
Schedule B- Eligible Expenditures
Schedule C-Eligible Matching Contributions
Schedule D-Project Status Report.
Note: Schedule D – Project Status Reports are to be completed annually in conjunction with the Researcher and ROADS. Indirect Costs** per new budget model: 93% to Faculty, 7% to VPR.
FINANCIAL REPORTS -Submit concurrently with Progress Reports

PROGRESS REPORTS: Investigator's Responsibility

ROADS will contact you annually with this regard.

PROGRESS REPORTS (concurrent with Financial Reports)	AS AT	DUE BY
ANNUAL	March 31	May 31

COMMENTS

You will have access to your financial statements via the Mosaic system . Please check your project status carefully and on a regular basis to ensure they reflect accurately the income and expenditure activity. In addition, please take corrective action, as necessary and as soon as a problem is identified. Please direct queries to your Research Accountant.

Research Account Holder's Accountabilities

The "Research Account Holder's Accountabilities" form you have signed applies to all research projects for which you are the primary signing authority. In addition, the form provides for the delegation of signing authority. Please note that any subsequent additions/changes in delegation of signing authority must be in writing to your Research Finance contact.
-Unauthorized over expenditures are the full responsibility of the project holder(s)
-Ethics certification must be approved before the commencement of research. All certification criteria must be met with a copy of each certification to be sent to ROADS/HRS. Please notify ROADS/HRS if there are emergent certifications that are required.

Freedom of Information & Protection of Privacy Act (FIPPA): Personal information on the AAN is collected under the authority of The McMaster University Act, 1976. This information forms part of the record held by ROADS and is used in the administration of your research funding, including, but not limited to, relevant research proposals, awards, ethics reviews, agreements/contracts. Use is in compliance with FIPPA.

Procurement Services, formerly McMaster Purchasing:

http://www.mcmaster.ca/bms/BMS_Purchasing_Resources.htm

<http://www.mcmaster.ca/bms/policy/purchase/SP-01.pdf>

Goods and non-consulting services:

\$0 – \$10,000 - P-Card / Cheque Requisition / 1 written quote, or written invoice

\$10,001 – \$ 50,000 - 2 written quotes

\$50,000 - \$99,999 - Minimum 3 written quotes

\$100,000 or more - Open competitive RFx bid process (Public/MERX)