

TRI-COUNCIL Project Information

REQUIREMENTS

Requirement	AS AT	DUE BY
Statement of Account (Form 300)	March 31, annually	June 30, annually
Final Research Report	Six months after the end of the grant period	
Certifications	All required certifications must be approved before the commencement of research. <i>Please notify Research Finance immediately if there are any emerging certifications required for this project after the project has commenced.</i>	

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.

TERMS AND CONDITIONS: By accepting this award, you agree to the Terms and Conditions as stipulated in the Notice of Award.

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. Please notify Research Finance if there are emergent certifications that are required.

Freedom of Information & Protection of Privacy Act (FIPPA): Personal information on the Award Notice 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)

Tri-Council Policy Documents:

a. Tri-Agency Framework: Responsible Conduct of Research

<http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>

b. Tri-Agency Financial Administration Guide

http://www.nserc-crsng.gc.ca/professors-professeurs/financialadminguide-guideadminfinancier/index_eng.asp

c. Agreement on the Administration of Agency Grants and Awards by Research Institutions

<http://science.gc.ca/default.asp?lang=En&n=56B87BE5-1>

d. Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans

http://www.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf