

## GENERAL Project Information

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/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)