

Office of Research Services, Memorial University of Newfoundland
Departmental/Faculty Approval Form – Signatory Page
For NSERC Grant Applications Submitted Electronically

This is to confirm that the department/faculty/school is aware of the NSERC grant application being prepared for **electronic submission** for the upcoming research grant competition by:

Name of Applicant and/or Co-Applicant: _____ e-mail: _____

Department/School: _____ Faculty: _____

Grant Application Deadline Date: _____

Type of Grant Application (applied for – check 1): Discovery Grant RTI – Category 1 Other _____

Title of Proposal: _____

Comprehensive Review Requested: (Y - N) ____ if yes, provided by: Faculty/School _____ ORS _____

For **comprehensive review*****- to eliminate an overlap of services, only one comprehensive review to be provided either by the Office of Research Services or the Grants Facilitation/Research/ and Development Officers in your Faculty. The Office of Research Services will be consulting with the Grants Facilitation/Research/ and Development Officers as applications are received in order to avoid duplication.

It is agreed that the general conditions governing grants as outlined in the most recent NSERC [Program Guide for Professors](#) apply to this application. [Information for Applicants – “What do the electronic or original signatures on the application mean?”*] - apply to any grant made pursuant to this application, and are hereby accepted by the applicants and by the institutional authorities of the applicant’s employing institution (Memorial University of Newfoundland). The signatures confirm that department head/director/dean is aware of and agrees to provide time, space, administrative support and financial resources (where noted) to carry out the proposed research should the grant application receive funding. **NOTE: The Office of Research Services must be in receipt of either a signed copy of this internal approval form or, in the case of an existing faculty approval form**, a signed faculty approval form (and any required Appendices confirming eligibility) before electronic sign-off by the Director, Office of Research Services.** Fax: 864-4612; mail; hand carry – IIC-2015

*See attachment for NSERC’s definition of what signatures mean.

**Signed internal faculty approval forms (provided instead of this form) are deemed to have the same meaning.

***What is a Comprehensive Review – See bottom of page 3

SIGNATURES:

Applicant / Co-applicant (if applicable) _____ Date _____

Department Head / Director _____ Date _____

Dean / Assoc. Dean (Research) _____ Date _____ \$ _____ (where applicable)
 Faculty Contribution

Faculty - Grants Facilitator/Research/Grants Officer _____ Date received _____ **Proposal Development/ Comp. Review Provided (Y/N)**

Office of Research Services - Grants Coordinator _____ Date received _____ **Comprehensive Review Provided (Y/N)**

Final Version Confirmed w/Applicant: _____ Recommended for E-Signature: _____

Access to Information and Protection of Privacy
 The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to administer your NSERC grant application. If you have any questions about the collection and use of this information contact the Research Grants Coordinator, Office of Research Services, at 709-864-3805, 709-864-3045, 709-864-4745.

What do the electronic or original signatures on the application mean?

The signature of the applicant confirms that the applicant:

- certifies that the information provided in the application is true, complete, accurate and consistent with institutional and NSERC policies to the best of the applicant's knowledge;
- consents to the sharing between NSERC and any academic institution to which the applicant is or may become affiliated, of any and all information, including personal information, in any way related to the application and to the grant/award;
- understands the [Access to Information Act and the Privacy Act](#) (including the Use and Disclosure of Personal Information Provided to NSERC) as they pertain to grant application information;
- attests that consent has been obtained from trainees to include limited personal information about them in the Highly Qualified Personnel section of the Personal Data Form (Form 100);
- is not ineligible to apply for and hold funding from NSERC, SSHRC, CIHR or any other research funding organization, for reasons of breach of standards of ethics or integrity (including financial or scientific misconduct);
- certifies that he or she respects and complies with the [Values and Ethics Code for the Public Service](#), as required **only** if the applicant is or was (in the last 12 months) a public servant in the federal government;
- accepts the terms and conditions set out in NSERC's [Policies and Guidelines](#), the [Tri-Agency Financial Administration Guide](#), and the [Memorandum of Understanding](#) between the Federal Granting Agencies and Canadian institutions;
- will inform NSERC and institutional officials of changes in eligibility status;
- agrees to comply with the [Tri-Council Policy Statement: Integrity in Research and Scholarship](#);
- agrees to comply with the policies and guidelines described in the [Requirements for Certain Types of Research](#), including:
 - research involving humans,
 - research requiring human pluripotent stem cells,
 - research requiring the use of animals,
 - research involving controlled information,
 - research involving biohazards,
 - research involving radioactive materials,
 - research activities having potential effects on the environment,
 - other related policies;
- will inform NSERC and institutional officials of any changes in the nature of the research that may have an impact on certification or approvals on the same policies as in the previous bullet;
- accepts that non-compliance with any of these policies and guidelines may result in actions by NSERC, including the termination of funding and disentitlement from eligibility for future funding.

The signature of the applicant also confirms that during tenure of a grant/award, the applicant:

- will use the grant only for the purpose for which it is awarded;
- will meet financial and other reporting requirements specific to the grant/award or granting program;
- acknowledges and accepts that NSERC reserves the right to defer or cancel a grant instalment if the continued need for funds is not demonstrated;
- will acknowledge, wherever possible, NSERC's funding assistance for the research;
- accepts the following two conditions of funding:
 - should the applicant decide to pursue commercialization of any results of the research funded in response to this application, he or she will disclose to his or her institution any potential intellectual property arising from the research;

- if the applicant discloses any potential intellectual property arising from the research, he or she and the institution will endeavour to obtain the greatest possible economic benefit to Canada from the resulting commercial activity. This requirement for disclosure is not intended to supersede the intellectual property ownership policy that the institution might already have in place.

The signatures of the co-applicants confirm that they:

- also agree to the above;
- agree that the applicant will administer the grant on behalf of the group/team.

Notes:

- The act of “accepting” an applicant’s electronic invitation to participate in an application and of “linking” your Form 100 (Personal Data Form) to the application constitutes a co-applicant’s electronic approval and replaces a handwritten signature.
- In the case of an Industrial Research Chair application, the signatures would be that of the Chair candidate(s) or Chairholder(s).

The signatures of the institutional authorities certify that:

- the institution will abide by the roles and responsibilities as set out in the [Memorandum of Understanding](#) with the three federal granting agencies;
- the applicant and co-applicant(s) have met or will meet the eligibility requirements;
- the institution obtained approval from other institutions involved in the application process prior to submission;
- the institution agrees to comply with NSERC’s data protection requirements and has adequate safeguards in place to protect sensitive information entrusted to it by NSERC for the purpose of administering applications and awards;
- if the applicant discloses any potential intellectual property arising from the research, he or she and the institution will endeavour to obtain the greatest possible economic benefit to Canada from the resulting commercial activity.

Note: The above requirement for disclosure is not intended to supersede the intellectual property ownership policy that the institution might already have in place.

The signatures of authorized officers of other supporting organizations certify that the organization:

- agrees with the content of the application and will provide the committed resources;
- agrees to the release of the public summary of the award and to the publication of the organization’s name as a supporter of the initiative.

If you are both the applicant or co-applicant and a principal of a collaborating company, another senior official must sign on behalf of the company.

*****What is a Comprehensive Review**

In providing a comprehensive review of a grant application, feedback will be provided to the applicant (based on the eligibility criteria; application instructions, program objectives, and evaluation criteria). Feedback will provide comments on the flow and fit of the application components, clarity, the suitability of the budget in accomplishing the stated research objectives, and overall cohesiveness, and adherence to Memorial’s administrative policies and procedures.