DEAN OF SCIENCE CHECK LIST AND SIGNATURE SHEET FOR CONTRACTS

To facilitate the approval process, the Dean of Science office developed the following checklist for use by the investigator, Department Head, and Dean.

Applicant: ____________________________ Department: __________________________

Title of Proposal: __________________________

Agency: __________________________

1. Policies. Is the investigator acquainted with policies concerning research integrity? ______
   
   NSERC www.nserc.gc.ca/professors_e.asp?nav=profnav&lbi=p9  
   CIHR www.cihr-irsc.gc.ca/e/24577.html  
   SSHRRC www.sshrc.ca/web/apply/policies/integrity_e.asp  
   Memorial www.mun.ca/research/overview/integrity.php

2. Is the investigator acquainted with Memorial’s policy on contracts and overhead? ______
   
   2005 Policy on overhead www.mun.ca/research/researchers/overhead_policy2.php

3. Does the research involve human or animal subjects? ______
   If yes, is the investigator acquainted with policies and procedures? ______
   
   Animal subjects www.mun.ca/acs/policies_and_procedures.shtml  
   Human subjects www.mun.ca/research/researchers/ethics.php

4. Does the research involve hazardous materials (biological or radiological)? ______
   If yes, is the investigator acquainted with relevant policies and procedures? ______

5. Intellectual property.
   (a) Are there any restrictions on intellectual property? ______
   (b) If yes state page number in proposal ______

6. Space and infrastructure
   (a) Does this proposal make new commitments of space or infrastructure? ______
   (b) If yes, have these been approved? (state page number) ______

7. Investigator’s time (contracts)
   (a) Has the time commitment of the principal investigator been listed as an in-kind contribution? (which kicks in overhead) ______
   (b) If not, state time commitment (per University policy) ______

8. In-kind contributions.
(a) Are there any in-kind contributions from the University? ______
(b) If yes, have these been documented and approved? ______

9. Cash contributions.
   (a) Are there any cash contributions from the University? ______
   (b) If yes, have these been documented and approved? (state page number) ______

10. Partners
    Are there partners that require approval from other institutions? ______

11. Deadline for submission (give date, or ‘none’)

________________________________________________________________________

Applicant Signature                       Date

________________________________________________________________________

Head of Department Signature               Date

________________________________________________________________________

Associate Dean of Science (Research and Graduate) Date