UNIVERSITY OF SASKATCHEWAN

RESEARCH SERVICES

SUPPLEMENTAL SIGNATURE PAGE

(For Research Grants)

PRINT ADDITIONAL PAGES AS NEEDED
FOR ASSISTANCE, CONTACT RESEARCH SERVICES AT 966-8576 (MAIN LINE) OR 966-1318 (ASSISTANT DIRECTOR, GRANTS AND CONTRACTS)

Project Title		
Project Sponsor (funding agency)		
Declaration of Principal Investigator (PI) I agree that my participation in the project will be in accordance with all applicable university policies and procedures; the information provided in the application is complete and accurate; I have included overhead consistent with the institutional policy; I have given due representation of and consideration for graduate student rights, conflict of interest and treatment of intellectual property; I fully understand and accept reporting obligations and other deliverables associated with this grant.		
Principal Investigator Signature	Print Name	Date
Department (if applicable)	College / Centre / School	
Declaration of Department Head and Dean/Associate Dean/Director We agree to the university that the faculty and department will comply with their responsibilities under all university policies and procedures applicable to the above project*; and* we confirm that the PI is eligible to apply in accordance with the sponsor's and the university's eligibility requirements.		
Department Head Signature	Print Name	Date
Dean/Associate Dean/Director Signature	Print Name	Date
Declaration of Co-Investigator(s) and Co-Investigator Approval I agree to the terms of the respective declarations above. In addition, the co-investigator agrees that the PI will administer the grant on behalf of the research group.		
Co-Investigator Signature	Print Name	Date
Department Head Signature	Print Name	Date
Dean/Associate Dean/Director Signature	Print Name	Date
Co-Investigator Signature	Print Name	Date
Department Head Signature	Print Name	Date
Dean/Associate Dean/Director Signature	Print Name	Date
Research Services (*On behalf of the University of Saskatchewan – Institutional Approval*) ***We certify that:*** The university will administer the funds on behalf of the PI in full compliance with the sponsor's terms and conditions, and in accordance with university's policies and procedures.		
Signature	Print Name	Date

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The following signature policy will be used in the office of Research Services:

All applications for external funding must be signed in the following order:

1. Principal Investigator (PI) and co-investigators (if applicable)
2. Department Head
3. Dean, Associate or Vice Dean of Research or Director
4. University Representative (Authorized University Official)

All** of the above signatures **are required, even when preprinted forms do not have the appropriate spaces. Please attach an additional signature page if necessary. The signature of the university representative as the "person authorized to sign on behalf of the institution" must appear on the form itself. If **co-applicants** are from a department or institution other than the principal investigator, the co-applicants **must** have their own dean and department head sign as well.

The approval by the principal investigator is required to ensure that the agreement satisfactorily confirms the following, where applicable:

- The PI has carefully considered the appropriateness of the scope of work, the proposed budget (research can be completed on budget), and the timeline for deliverables.
- The necessary overhead costs are included.
- Any ethics, biosafety, or animal care requirements are identified.
- The provisions for publication rights are acceptable.
- The trainees have adequate space, insurance and time to complete tasks.
- The provisions for intellectual property rights are acceptable.
- The insurance and indemnification provisions are acceptable.
- The warranty and liability provisions are acceptable.
- The confidentiality provisions are acceptable.
- Collaborations and affiliations are properly identified and detailed sufficiently.

The approval by the department head AND dean / associate dean / director are required (where applicable) for:

- Assurance that normal teaching duties or other responsibilities of the PI will not be adversely affected by terms of the agreement, or that acceptable adjustments to these duties have been made and, if appropriate, provided for in the related department budget.
- Assurance that the existing university space and facilities will not be unduly burdened and that any necessary improvements and equipment are accounted for in the budget.
- Assurance that any involvement of trainees is appropriate.
- Assurance of the protection of academic and financial interests of the university, the PI, and the general public.
- Awareness of the scholarly content of the research and assurance that the research is consistent with, and will benefit the departmental teaching and scholarly mandate.
- Assurance that potential conflicts of interest have been addressed.
- Budget overview and assurance that the equipment, personnel, supplies, and other costs incurred during the research can be recovered from the research funds.
- Verification of the researcher's academic status.
- Acceptability of provisions dealing with Intellectual Property Rights.
- Appropriate overhead allocation.
- Any other aspect of research that is under the jurisdiction of the department head and dean / associate dean of research / director.

The approval of the Institution is required for:

The Office of the Vice-President Research is responsible for the overall terms and conditions of the agreement. Specifically, the research must be conducted within the policies and guidelines of the University of Saskatchewan. Should any terms be unacceptable to the university, these terms must be negotiated or modified before the university will execute the agreements.

Research Services is responsible for the complete overview of the terms and conditions of the agreement. Research Services is also the primary pre- and post- contract administrator, and thus actively participates in the negotiation and management of the agreement on behalf of the principal investigator and the university.

For more information on the University of Saskatchewan's Board of Governor approved policies and procedures, please see:
http://www.usask.ca/university_secretary/policies/index.php