



## RESEARCH SERVICES INTAKE FORM

***This form must be used when  
submitting Grant Applications or  
Contracts to Research Services.***

Received:

Grant

Contract

**Contact for pick-up (If not PI):**

Name	Phone	E-mail
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### **Investigator Details**

Principal Investigator:	Phone:	E-mail:
Dept./Centre	College/School	
Co-Principal Investigator	Department	College
Co-Investigator	Department	College
Co-Investigator	Department	College
Non U of S Co-Investigator	University	
Non U of S Co-Investigator	University	

### **Project Details**

Project Title		
Sponsor ( <i>Please include contact info</i> )	Project Start Date	Project End Date
Application Deadline	Link to Information on application (if applicable)	
<i>This submission is:</i> New      Renewal      Resubmission      Revision/Amendment		<i>This application will be submitted:</i> Electronically      Hardcopy
IP Anticipated Yes      No	Ownership of IP	
<b><i>If this application is successful, do you authorize Research Services to share your application with future researchers applying for funding to assist in the mentoring process?</i></b> Yes      No		

### **Budget Details**

Amount Requested	Term of project	Overhead Included	Overhead %	Residuals Returned	Stay at U of S
Matching Sponsor(s) ( <i>List Names and Amounts; attach separate sheet if necessary</i> )				Cash	In-Kind
PI Fees Included    Yes      No		Grad Students Included		Stipend Amount	

***Check if following have signed the submission (Dept Head and Dean of each co-applicant must sign):***

PI	All co-applicants	Dept Head	Dean
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***Check each of the following that the project requires. Please attach list of existing approvals.***

Animals	Humans	Biohazards	SHR	Other	None
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**PRINCIPAL INVESTIGATOR (PI)** - The PI is primarily responsible for carrying out the research of the grant. The PI is also the "Financial Manager" of the funds once awarded. Only individuals with an academic appointment can be a PI on a research grant held by the University. For further information please consult the U of S Policy on Administration of Research Grants and Contracts: [://www.usask.ca/university\\_secretary/policies/research/8\\_20.php?heading=menuPolicies](http://www.usask.ca/university_secretary/policies/research/8_20.php?heading=menuPolicies).

**CO-INVESTIGATORS** – Includes member(s) of a research group applying for a team grant and Research Scientists who will receive a portion of the project budget or will be responsible to complete a specific objective or portion of an objective.

**COLLABORATORS** - A Research Scientist or engineer from any sector, e.g., government scientist, academic researcher, company staff member that does not have access to the grant funds. They must be qualified to undertake research independently and will be expected to contribute to the overall intellectual direction of the research project, or program of research, and bring their own resources to the collaboration.

**SPONSOR** – A person, company, agency or organization that provides or pledges money to help fund research. If two or more agencies are collaborating on the competition for which an application is being submitted, please list the agency whose policies will be used for evaluation of the application.

**AMOUNT REQUESTED** – Include the amount of funding requested from the specified sponsor only in this section. Under the matching sponsor(s) section, include any other funding.

**OVERHEAD** – The University aims to recoup indirect costs on research, according to its approved Administration of Research Overheads policy [://www.usask.ca/university\\_secretary/policies/research/8\\_24.php](http://www.usask.ca/university_secretary/policies/research/8_24.php). All research grant applications **MUST** provide an allowance for overhead using the rates appropriate to the funding mechanism as per the approved Standard Overhead Rate and Guideline Schedule [://www.usask.ca/research/files/details.php?id=133](http://www.usask.ca/research/files/details.php?id=133) and the Sponsor's guidelines.

**PI FEES** - Under the terms of a contract the Principal Investigator may be allowed to be compensated for his/her effort. Such compensation will be identified in the project budget as "Principal Investigator Fees", and will have to be approved by the relevant Department and College at the time of signing the contract. The Disposition of Principal Investigator Fee form ( / ) must be filled out and signed by the Principal Investigator, Department Head, representative from the Dean's Office, and Research Services.

**MATCHING SPONSORS** – Supporting organizations of the research project who have committed funds to be used as leverage in obtaining partnership grants from government agencies.

**GRAD STUDENTS** – For Tri-Agency graduate student stipend rates see [://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp). The sub-category "Compensation-Related Expenses" provides details about salary and stipend amounts (*not including non-discretionary benefits*) that can be paid. **The Tri-Agency does accept non-discretionary benefits in addition to the stipend amounts listed.** Sponsors including Tri-Agencies will accept non-discretionary benefits (CPP, EI, WC, and Vacation Pay) for research work performed by research personnel (e.g. students, research associates, technicians, etc.) as eligible expenses. **You will be required to pay these benefits** once you set up a Job Information Form (JIF) so it should be included in the budget request. For a list of current benefit rates and example calculations see: [://www.usask.ca/hrd/investigators/benefit\\_estimates.php](http://www.usask.ca/hrd/investigators/benefit_estimates.php)

**SIGNATURES** - **ALL** grant applications by Faculty members (either as Principle Investigators or Co-Investigators) must be signed by the **Principal Investigator**, any **Co-Investigators**, the relevant **Department Heads** (if applicable), and the **College Associate Dean of Researchs** (or Director). In addition, all applications for external research funding **MUST** be signed by **Research Services** as the authorized Delegate on behalf of the University **BEFORE** they are forwarded to a sponsoring agency. In the event that a grant application does not provide the necessary space to allow all required university representatives to sign, please use the Research Services [Supplemental Signature Page](#) and attach it to your application. For further information regarding the U of S Policy & guidelines on Administration of Research Grants & Contracts see: [://www.usask.ca/university\\_secretary/policies/research/8\\_20.php?heading=menuPolicies](http://www.usask.ca/university_secretary/policies/research/8_20.php?heading=menuPolicies).

**ETHICS AND REGULATORY APPROVALS** – Any research or study conducted at University facilities, or undertaken by persons connected to the University, involving human subjects, animals or biohazardous materials must be reviewed and approved by the appropriate Research Ethics Board (REB) or Committee. Research must also comply with the Occupational Health and Safety Act (and related federal, provincial and municipal regulations), University policies on Occupational Health, Safety and Environmental matters, and the University policies and procedures for Ethics in Human Research. Please attach list of any Approval Certificates that apply to this research project. A research account **CANNOT** be opened until appropriate protocols have been approved.

***For further information, please phone (306) 966-8576.***