

**\*\*Please complete the following checklist in order to facilitate the proposal submission process.\*\***

Applicant(s): \_\_\_\_\_ Department: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Funding Agency and Program: \_\_\_\_\_

**Approval Checklist**

**Yes/No**

1. Does the proposal adhere to the policies of the target funding agency?
2. Does the research involve human subjects or research animal usage?
  - a. If yes, is the investigator acquainted with the Agency’s policies and procedures?
  - b. If yes, is the investigator acquainted with the University’s policies and procedures?
3. Does the research involve hazardous materials (biological or radiological)?
  - a. If yes, are the relevant safety permits in place and up-to-date?
  - b. If yes, are all personnel working with the hazardous materials certified to do so?
4. Intellectual property
  - a. Will this research create new knowledge, processes, technology or other inventions which should be protected by the investigator and/or University?
  - b. Is the investigator acquainted with the IP policies of the granting agency?
  - c. Are there any restrictions on future use of the IP by the investigator or the University?
5. Space and infrastructure
  - a. Does this proposal make new commitments of space or infrastructure?
  - b. If yes, have these been approved? (please attach)
6. In-kind contributions
  - a. Are there any in-kind contributions from the University?
  - b. If yes, have these been documented and approved? (please attach)
7. Cash contributions
  - a. Are there any cash contributions from the University?
  - b. If yes, have these been documented and approved?
8. Principal investigator and co-investigator time (Memorial tenured/tenure-track faculty only)
  - a. Duration of the project in years
  - b. Principal investigator time (hrs/week)
  - c. All co-investigators/collaborators time combined (hrs/week)

**Estimates**

**Signatures**

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Head of Department

\_\_\_\_\_

Date

\_\_\_\_\_

Associate Dean of Science (Research & Graduate)

\_\_\_\_\_

Date

**RESEARCH GRANT/CONTRACT INITIATION QUESTIONS FOR RESEARCHER FROM RESEARCH GRANTS & CONTRACT SERVICES (Please answer all questions)**

1. Are there any deadlines/timelines RGCS should be made aware of?
  - a.
2. Does the required agreement stem from an application/proposal? (Not required if this is an initial application/proposal)
  - a. Please reference the related application(s).
3. Are there any other agreements/resources connected to this project?
4. Are there any CO-PIs?
5. What are the anticipated start and end dates of the project?
6. Will there be student(s) participation involved in the proposed research?
  - a. If yes, does it relate to their graduate program/thesis work?
7. Is Clearance required for the project - HREB, ICEHR, GC-REB, Animal Care, Bio-Safety?
  - a. Please provide the application & approval letter (Not required at this time for initial applications/proposals)

8. Intellectual property/Commercialization:
  - a. Does the sponsor or any other partner/contributor desire the ability to access/utilize project outcomes/IP directly, rather than after general publication/dissemination of project results?
  - b. Is unpublished/confidential background IP being brought forward to this project by the research team?
  - c. Will materials and/or data be transferred into or out of Memorial under this project?
  - d. Do you anticipate that project outcomes/IP may have potential for commercialization?
9. Have indirect costs been included in the budget at 25% or the sponsor's maximum rate?
  - a. If yes, please provide your internal budget breakdown including indirect cost breakdown.

Notes/Other Relevant Information: