

Reminder: Certifications required for Tri-Agency awards

Published on Research Alerts (<https://www-research.uoguelph.ca/research/alerts>)

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Updated Information

Updated with information applicable to 2017.

The Office of Research Services (ORS) would like to remind researchers of certification requirements for new and ongoing awards. **In particular, certification requirements for any research project involving animals, biohazards or human participants.**

Upon release of the notifications of awards, the ORS must confirm all appropriate certifications are valid prior to setting up new accounts for new grants OR prior to authorizing the release of next instalments of funding to existing grants.

Instructions for Researchers

Please refer to this chart to determine how this might affect you:

Ensuring Compliance with Tri-Agency Certification Requirements



Before awards are set up or to authorize new installments for existing grants:

1

Assess research project certification requirements



2

E-mail Grant Officers



Requires certification - Animals

- valid Animal Utilization Protocol #
- expiry date of most recent approval



Requires certification - Biohazards

- valid Biosafety permit #
- expiry date of most recent approval



Requires certification - Humans

- valid Research Ethics Boards Certificate # or Statement of Intent
- expiry date of most recent approval



Requires certification at a future date

- date by which certification will be required



No longer requires certification

- date by which certification no longer required



Requires new certification due to change in research methodology

- notification of the new certifications requirements



A [PDF version of the chart](#) [1] is also available.

"If you are awarded a new Tri-Agency grant this spring, or you expect an installment for an existing grant, Office of Research Services (ORS) will need to hear from you."

In particular:

- If you are currently using or will immediately use animals, biohazards and/or human participants in your research for your grant's fiscal year beginning April 1
 - E-mail Grants Officer with

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- Valid certification number, e.g.
 - Animal Utilization Protocol #
 - Biosafety permit #
 - REB certificate #
 - REB statement of intent
- Expiry date of most recent approval
- If you will use animals, humans and/or biohazards in the future (sometime after April 1 of this year but before March 31 of the following year)
 - E-mail Grants Officer
 - Date by which certification will be required
- If your application indicated use of animals, biohazards and/or humans but you do not plan on using these in the current fiscal year (often occurs for the final installment of an ongoing grant):
 - E-mail Grants Officer
 - Date by which certification was no longer required
- If there is a change in your research methodology such that new certifications are required
 - E-mail Grants Officer
 - Specify what new certifications are required (animals, humans, biohazards)
 - Provide valid certification number(s) and/or dates of expiry as described above

Grants Officers Contact Information

Ornella McCarron for CIHR or SSHRC (omccarro@uoguelph.ca [2] or ext. 52832)

Katie Meyer-Beck for NSERC and Tri-Agency Partnership Grants (kmeyerbe@uoguelph.ca [3] or ext. 54059)

Special Notes

- Grants Officers will communicate any changes to certification requirements to the Tri-Agencies.
- In some cases, where there are delays in obtaining required certification, the Tri-Agencies may need to be notified within a few months from the grant's award date. If there may be such delays in obtaining applicable certifications, please contact the ORS for further information.
- We will make every effort for 1) all new accounts to be authorized for set up, AND 2) all instalments for ongoing grants authorized, within four (4) weeks after we receive the award notifications, but will not be able to do so in the cases where certification is required but not yet valid.
- Please note that Research Financial Services will **release funding** to individual researcher accounts **after it is received from the granting agency, and after the Tri-Agency signing delegation is received** (if applicable, for new grants only).

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Resources

[Ethics and Regulatory Compliance – Animals](#) [4]

[Ethics and Regulatory Compliance – Biohazards](#) [5]

[Ethics and Regulatory Compliance – Human Participants](#) [6]

Information on the University's obligations to the Tri-Agencies is available in the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#) [7].

Alert Classifications **Category:**

Research Policies and Guidelines

Disciplines:

Health and Life Sciences

Humanities

Information and Communications Technology

Physical Sciences and Engineering

Social Sciences

Source

URL: <https://www-research.uoguelph.ca/research/alerts/content/reminder-certifications-required-tri-agency-awards>

Links

[1] <https://www.uoguelph.ca/research/document/tri-agency-awards-requirements-certifications>

[2] <mailto:omccarro@uoguelph.ca>

[3] <mailto:kmeyerbe@uoguelph.ca>

[4] <http://www.uoguelph.ca/research/for-researchers/ethics-and-regulatory-compliance/animals/animal-utilization-protocols>

[5] <http://www.uoguelph.ca/research/for-researchers/ethics-and-regulatory-compliance/biohazard>

[6] <http://www.uoguelph.ca/research/services-divisions/ethics>

[7] <http://science.gc.ca/default.asp?lang=En&n=56B87BE5-1>