



IMPROVE LIFE.

Request for Early Set Up of Research Account

Form for Request for Early Set up of Research Account

Fill in information listed in square brackets.

I request that a research account be set up prior to the execution of the agreement for the project,

I have been informed that [] is awarding me [] for a research project which is to begin []

I confirm I have read and understood the [Early Set Up of Research Account – Terms and Conditions](#).

My academic (per the structure outlined in the [Meaning of Signatures policy](#), including Annex A) unit accepts responsibility for payment of any expenditures incurred on this account in the event the agreement fails to be executed, expenses are determined to be ineligible, or the start and end dates are incorrect.

Person	Name and Signature	Date
Principal Investigator		
Department Chair/School Director or Designate		
College Dean or Designate		



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To be completed by Research Services Office

Checklist

A complete, signed OR-5 Form, along with a copy of the proposal and budget is on file with Research Services Office.

Certifications and regulatory approvals (animals, biohazards, human participants), if applicable, have been approved.

Draft agreement (issued by sponsor, or developed by Research Services Office) is under review.

Written confirmation from the sponsor has been received.

Comments

Signatures

Person	Name and Signature	Date
Director, Research Support Services <small>*the only RSO signature required for RSS programs</small>		
Managing Director, Research Operations or Associate Vice-President (Research Services)		