



University of Guelph

March 15, 2021

Research Account Holders Guidance Statement for Non-Faculty Members

Every individual eligible to apply for and hold research funding at the University of Guelph, who is not a “Faculty Member” as defined in the University of Guelph Faculty Association Collective Agreement, must identify to their Chair, Associate Dean Research and Graduate Studies, and the Office of Research Services, prior to research proposal submission (i.e., *a week or more prior notice is requested*), if the research funding is intended to be used toward any portion of their income or represents monetary reimbursement for their time. Herein, such individuals will be named “Non-Faculty Principal Investigator”.

If deemed eligible by the Sponsor, the application may proceed to be submitted to the Sponsor; however, if the funding is awarded, a Non-Faculty Principal Investigator, regardless of source of funding, cannot derive any personal income from the account funds or, as a result of holding the research account, be placed in a position of potential, perceived or real conflict of interest.

In the event that research funding is awarded and one or more of these situations applies, funding in the research project budget identified as income or monetary reimbursement to the Non-Faculty Principal Investigator will be managed under the name of the Dean (or delegate), and/or the potential, perceived or real conflict of interest will be approved and managed by the Dean (or delegate) and Associate Vice President Research Services.

This administrative process aligns with Tri-Agency guidelines.