



IMPROVE LIFE.

Request for Early Set Up of Research Account: CFI JELF Awards Only

Before completing this form, please review [Award Finalization | Office of Research \(uoguelph.ca\)](#)

I request that a research account be set up prior to the MCU ORF notice of decision for

CFI Project # :

Start date: 1st of _____ (MONTH/YEAR) (anticipated or actual date of first expenditure; expenditures and in-kind contributions from eligible partners must have been incurred no earlier than six months prior to the proposal submission deadline)

To determine the feasibility of proceeding with CFI award finalization and early account set-up ahead of a provincial decision, **complete this checklist with the assistance of your College Research Manager.**

Award Finalization can proceed if *all of* the following are true:

The college will assume the financial risk, including that arising from a negative decision from ORF. (The college will be provided with information related to research security risk to inform their decision.)¹

There is no inter-institutional or other partner agreement required.

Any changes to space or physical resource requirements have been approved by Physical Resources, the department and college.

If a change to the budget is requested, a justifiable rationale for change and complete [CFI Award Finalization Budget Template](#) has been provided to RFS (See [Policy and Program Guide](#)).

A change request is required for:

- Any change having a negative impact on the project and its research objectives
- Any new item (or increases in quantity of an item) for which the cost exceeds \$50K
- Removal or amendments of items as per the CFI funding decision

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

Name

Signature

Date

Account coding for GPR contributions (per application budget):

¹ See Ontario's [Mitigating Economic and Geopolitical checklist](#) for more information

