



IMPORTANT NOTE:

The Awardee must be listed as the "principal investigator" on all forms related to this award

Principal Investigator:

Name of Award:

CHECKLIST TO ESTABLISH A GRANT FUND AT UNIVERSITY of MANITOBA

- Funding Application Form (FAAF)** can be completed on-line: http://umanitoba.ca/research/ors/research_forms_online.html (Note: Term of your award noted in Award Letter)
For assistance with this form contact Surgery Research Office (Surgery.Research@umanitoba.ca)
- Attach a copy of your **Award Letter** from the Thorlakson Chair in Surgical Research
- Attach a copy of your **Grant Application**, including list of all co-investigators
- Attach your **Budget**. Important: *It must not exceed the amount of the award*
- Attach **Compliance Approvals** (Human Ethics, Human Stem Cell, Animal Ethics, Biosafety Certificate and Environmental Impact) as required for project. You can find required forms here: http://umanitoba.ca/research/orec/orec_home.html. For assistance: Surgery.Research@umanitoba.ca.
- Signing Authority, Mail Distribution & VIP Reporting Access** form to be completed by Surgery Research Office upon receipt of your FAAF and supporting documentation.
NOTE: The Principal Investigator's signature will be required.
- Advance access to funds:** Principal Investigators wanting access (i.e. RA salaries) to award funds in advance of obtaining the required compliance approvals must complete *Request for Preliminary Access to Grant Funding Form*. The form and guidelines available: http://umanitoba.ca/research/ors/research_forms_online.html
- Obtain **Signatures** from all Co-Investigators and confirm percentage of responsibility.
- Return this **Form** completed and **FAAF** to Department of Surgery Research Office to review and Signatures will be obtained from the Head, Department of Surgery and Vice Dean (Research) Max Rady College of Medicine, Rady Faculty of Health Science.

Any questions regarding documentation please contact the **Office of Research Services** - Bannatyne Campus:

Research Grant Assistant: Lynne Wichenko
 Telephone: 204.789.3377
 Email: Lynne.Wichenko@umanitoba.ca

Any questions regarding this process- please contact the Surgery Research Office
Surgery.Research@umanitoba.ca

IMPORTANT INFORMATION

Once you have received an email notification from the University of Manitoba containing your Fund (FOP) number, please contact the Surgery Research Office to provide this information and the award will be released and deposited to your fund.

FOR OFFICE USE ONLY

Date Received _____ Date sent for Department Head signature _____
 Fund Notification Received _____ Date sent to Vice Dean (Research) _____
 UM-FOP Number _____ Check Release Date _____