



## Funding Application Approval Form (FAAF) Process

The Funding Application Approval Form (FAAF) is a University of Manitoba form that is used to track necessary compliances and approvals. To maintain a permanent record, all originals remain with the Office of Research Services.

### Pre-award

- In order to provide the best service, the Office of Research Services (located at **540 Machray Hall and T151 Basic Science Bldg.**) require a minimum of 1 week in advance of submission to review the proposal.
- For electronic submission, researchers must notify ORS one week in advance so that the U of M can be registered on the system.
- Holders of U of M research grants and contracts must be members of the academic staff.
- Completed FAAF's are processed with the proposal prior to actual submission of the funding request. This is to ensure that department heads and deans are aware of the research activity and are in agreement that space and basic facilities within the department/faculty are available.
- For all submissions, please refer to University Policies: Institutional Costs of Research with regard to overhead calculations. (Generally: 15% for grants and 30% for contracts)
- For grants, proposals will be checked, signed by the university and returned to the applicant. Forwarding of the application to the sponsor is the responsibility of the applicant.

### Post Award

- Grant and contract funds are held in trust by the university and are not the property of any individual.
- All cheques for research and other special projects must be made payable to "The University of Manitoba". Cheques received directly by grantees or departments should be forwarded to Research and Special Fund Accounting for deposit to the appropriate fund. To avoid personal income tax, faculty members should not accept cheques made payable to themselves for research support.
- For accounting reasons, awards from different sources may not be placed in the same university fund.
- When matching funding is a sponsor requirement, no payment may be made from a research grant or contract until the associated fund has been opened.
- For funds to be released, copies of any required compliance approvals (Human Ethics, Human Stem Cell, Animal Ethics, Biosafety Certificate and Environmental Impact) must be sent to the attention of the appropriate ORS, Ft. Garry fax: (204)261-0325, Bannatyne fax: 975-7780.
- If compliance approval is already in place at point of submission, please append a copy to the FAAF.
- For continuing access to funding, researchers are also required to provide ORS with the annual update of the compliance approvals.

**For more information, contact:**  
**Office of Research Services,**  
**Phone: (204)474-8418**