

Request for Preliminary Access to Grant/Contract Funding before Activity Requiring Ethics/Compliance Approval is Undertaken (RPA)

In order to comply with new Federal regulations, the University cannot allow access to research funding for projects with activities that require ethics/compliance approval at any point of the award term prior to preliminary approval being given by the appropriate ethics/compliance committee. Researchers wanting access to any of the award funds are compelled to provide the ethics/compliance committee(s) with sufficient information for approval to access funding in advance of a full review by the committee(s).

Process:

- Complete the form (one for each type of ethics) providing sufficient detail on your need for access to funds for the early activities of the project which do not require ethics review.
- Email to the appropriate Ethics/Compliance Office for approval:
 - Human Ethics, Fort Garry - humanethics@umanitoba.ca
 - Human Ethics, Bannatyne - bannatynereb@umanitoba.ca
 - Animal Care, both campuses - charlene.hennessey@umanitoba.ca
 - Biosafety, both campuses - biosafety.program@umanitoba.ca
- Once approved and the expiry date section completed, the Ethics Office then emails a copy to the Office of Research Services (ORS), researchgrants@umanitoba.ca, for ORS administrative release of file for fund setup.
- Once fully signed, ORS will provide Research and Special Fund Accounting and the PI with a copy.
- **Please take note of the expiry date and provide a copy of the necessary ethics approval to ORS prior to this expiry date as the fund will be locked.** ORS must notify Research and Special Fund Accounting of ethics approval in order to access full funding.
- If an extension to the RPA is needed:
 - 1) Due to delay in project or obtaining approvals but no change in protocol, an Amendment to the RPA must be completed and ORS will consider the extension request. Send completed RPA Amendment to: researchgrants@umanitoba.ca
 - 2) Due to change in protocol, an Amendment to the RPA must be completed and the appropriate Ethics Office will consider the request.
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 - 3) Signatures (Ethics/ORS) will be obtained as appropriate



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Research may only begin once this request is approved in the Ethics Office and forwarded to the ORS

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1) Name of grant/contract holder:	Email:	
2) Department (name and address):		
3) a. Title of Research Project:		
b. UM Project #:	How to find your UM Project # http://umanitoba.ca/research/ors/mrt-faq.html	
4) a. Type of compliance needed: Animal Care" ____ Human Ethics ____ Biosafety" ____ Environmental Impact ____		
b. Type of grant/contract funds: [] External: Indicate granting agency: _____ [] Internal: Identify program: _____		
5) a. Project start date: _____		
b. When do you plan to commence use of human participants, live animals or biosafety: _____		
e. When do you g z r g e v ' q ' t g e g l g ' G p x l t q p o g p w c i k o r c e v t r r t q x c n _____		
<i>Note: Protocol must be submitted for approval 2 months prior to this research, or your project may be delayed</i>		
6) Outline the research activities that will be done between the dates in 5a & 5b above.		
7) a. Total amount of award: \$ _____ Year 1 amount: \$ _____		
b. Funding required for items below prior to date in #5b: Salaries: \$ _____ Travel: \$ _____ Equipment: \$ _____ Other: \$ _____ Materials & supplies: \$ _____		
8) Please append the research methodology section of your proposal. ____		
Statement of Declaration:		
<i>I affirm that I will not undertake any research that requires ethics approval prior to obtaining the full approval from the ethics/compliance office.</i>		
_____ (Signature of grant holder)	_____ (Date)	
Shaded area for Ethics/Compliance/ORS only		
Expiry date of RPA:	U of M Protocol # / RPA # :	
Date:	Approved (Ethics/Compliance):	Print committee name:
Date:	Approved (ORS):	