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 with sufficient information for approval to access funding in advance of a full review by the committee.

Process:

- Complete the form providing sufficient detail on your need for access to funds for the early activities of the project which do not require ethics review.

- Forward it (via mail or drop off) to the appropriate Ethics/Compliance Office for approval:
  
  Human Ethics, Ft. Garry, c/o Crop Technology Centre, 208-194 Dafoe Rd.
  Human Ethics, Bannatyne, P126 Pathology Bldg.
  Animal Care, both campuses, c/o Crop Technology Centre, 208-194 Dafoe Rd.
  Biosafety, both campuses, c/o Environmental Health and Safety, P310 Pathology Bldg.

- Once approved and the expiry date section completed, the Ethics Office then forwards the original to the Office of Research Services (ORS), Ft. Garry: 540 Machray Hall or Bannatyne: P309 Pathology Bldg. 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 a delay in obtaining approvals but no change in protocol, an Amendment to the RPA must be completed and ORS will consider the extension request;  
  2) Due to a change in protocol, an Amendment to the RPA must be completed and the Ethics Office will consider the request.  
  3) Signatures (Ethics/ORS) will be obtained as appropriate

January 2017