



Funding Application Approval Form (FAAF) Process

The FAAF is a University of Manitoba (UM) form that is used to track necessary compliances and approvals.

Pre-award

- FAAFs and grant applications must be sent to ORS at: researchgrants@umanitoba.ca. FAAFs and contracts must be sent to ORS at: researchcontracts@umanitoba.ca.
NOTE: Departments/Colleges/Faculties/Schools will have deadlines that precede those of ORS to allow for review and appropriate signatures.
- In order for ORS to complete a compliance review and secure institutional signatures, FAAFs and Applications must be received in ORS by 4:30 pm, **5 business days** in advance of the agency deadline. Please refer to the UM Funding Opportunities Database (UMFOD) located [here](#) for ORS and agency posted deadlines (Note: UMFOD may not capture all opportunities). EXCLUDED are large complex grants, including partnerships and SSHRC Insight, NSERC Discovery, CIHR Project and NIH grants, which have an ORS internal deadline of **10 business days** in advance of the agency posted deadline.
- Grant applications not received by the internal ORS deadline, will not be submitted to the agency involved. Exceptions will be considered only for compelling reasons, on a case-by-case basis, when made by the appropriate Associate Dean (Research) on behalf of the applicant, and approved by VPRIO.
- Institutional Programs, such as, the CRC, CFI, Genome Canada, WD, and NCE have pre-established internal processes and deadlines, which will be communicated to ADR/RLOs well in advance of the competition deadlines.
- Holders of UM research grants and contracts must be members of the academic staff.
- For all submissions, please include institutional costs (i.e., overhead). Refer to agency guidelines for posted rates. If not posted, include costs as per University Policies: [Institutional Costs of Research](#) (generally: 15% for grants and 30% for contracts).
- Grant applications will be reviewed, signed by the University designate and returned to the applicant for submission to the agency. Most Tri-Agency grants and institutional program applications require electronic submission by the ORS.

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 the Research Accounting Office 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 an agency 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 all required compliance approvals (Human Ethics, Human Stem Cell, Animal Ethics, Biosafety and Environmental Impact) that are pending at grant application submission must be sent to ORS by email at: researchgrants@umanitoba.ca ***Change in process: Biosafety Office will send the Permit approval directly to ORS.***
- If a Researcher needs access to a portion of the award funds prior to obtaining Ethics Committee approval, please complete a [Request for Preliminary Access \(RPA\)](#)
- For continuing access to funding, researchers *must* provide ORS with the annual compliance approval renewals.

For more information, contact:

Office of Research Services, Phone: (204) 474-8418

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