

**Request for Preliminary Access to Grant 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 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 Associate Dean Research, Medicine, A108 Chown 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: T151 Basic Science 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

November 2012

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

Complete the form and forward it (via mail or drop off) to the appropriate ethics 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.
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UM Project #:

1a) Name of grant holder:	1b) Email:
2) Department:	
3) Title of Research Project:	
4) a. Type of compliance needed: Animal Care ___ Human Participants (including biological samples) ___ Biosafety ___ b. Type of grant funds: [] External: Please indicate granting agency: _____ [] Internal: [] URGP [] UM/SSHRC [] Thorlakson	
5) a. Project start date: _____ b. When do you plan to commence use of human participants, live animals or biosafety: _____ c. When do you anticipate submitting a protocol for approval for this research involving human participants, live animals or biosafety: _____ (must be prior to date in #5b)	
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: \$ _____	
7 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):
Date:	Approved (ORS):
Print committee name:	