

**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

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