

## External Grant Institutional Signature Page

Attach this form to the cover of your application for External Academic Funding. Submit to the Office of Research Services ([research@concordia.ab.ca](mailto:research@concordia.ab.ca)) two weeks prior to application deadline.

<b>Type of application</b>	<input type="checkbox"/> Research	<input type="checkbox"/> Educational	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> External Research Grants	<input type="checkbox"/> Government-funded Academic Activity		<input type="checkbox"/> Industry-funded Research Grant	
<input type="checkbox"/> Advancement-funded Academic Activity	<input type="checkbox"/> International Funding of Academic Activity and Research			

### INFORMATION

<b>CUE Applicant Name</b>	<b>Faculty/Head Unit</b>	<b>Department</b>	<input type="checkbox"/> Academic Staff
			<input type="checkbox"/> Non-Academic Staff
<b>Position held by Applicant</b>		<b>Email Address</b>	
<b>Name of Funding Agency</b>		<b>Name of Funding Program or Grant Program Name</b>	
<b>Title of Project</b>			
<b>Agency Application Deadline</b>	<b>Lead Institution on Project</b>	<b>Name of Principal Investigator / Project Lead</b>	
<b>For Team Grant Applications, list Co-applicants, Community or Industry Partners, and Participating Academic Institutions (if needed, add pages)</b>			
<b>Activity Start Date</b>	<b>Activity End Date</b>	<b>Indirect Costs of Research (30%)</b>	<b>Amount Requested</b>
		<input type="checkbox"/> Allowed/Silent <input type="checkbox"/> Not allowed	

### CERTIFICATES & APPROVALS

Please indicate if the grant involves requires certification. Choose all the boxes that represent your project. Applicants are responsible for obtaining appropriate certificates/approvals for all boxes marked 'yes.' These certificates/approvals are not required at time of application but must be in place before activities commence.

<input type="checkbox"/> Use of Human Subjects or Participants	<input type="checkbox"/> Use of Animals
<input type="checkbox"/> Use of radioactive material	<input type="checkbox"/> Use of controlled substances (license approval)
<input type="checkbox"/> Use of Biohazards (microorganisms, cell lines, human and/or animal tissues/fluids, biotoxins or genetically modified organisms)	
<input type="checkbox"/> NONE OF THE ABOVE	

### CUE COMMITMENTS (CASH) – Indicate any institutional cash commitment amounts and the source

Details and Source of Cash	Year One	Year Two	Year Three	Year Four	Year Five

### CUE COMMITMENTS (IN-KIND)

Indicate any institutional in-kind commitments regarding use of space, equipment, personnel, services, facilities, or other resources

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## SIGNATURES FOR APPLICANT TO OBTAIN

**APPLICANT** - By signing, I indicate my acceptance of responsibility for the project, if awarded, as well as my agreement to comply with the terms, conditions, policies and procedures of the funding agency (or sponsor) and all related guidelines, policies and procedures of CUE. I have informed my Chair and Dean/Manager of any impact on faculty and staff time, facilities, services, utilities and other resource implications.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY DEAN/MANAGER OF HEAD UNIT** - By signing, I confirm I am aware of the project, have reviewed the application, confirmed eligibility status, and discussed relevant items such as teaching load, and space and facility use. I approve cash or in-kind, and/or other resource use, if any, from the Department or Faculty/Head Unit.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SIGNATURES FOR OFFICE OF RESEARCH SERVICES TO OBTAIN

**RESEARCH OFFICER** - By signing, I confirm the application has received an internal administrative review.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTRE OF INNOVATION AND APPLIED RESEARCH** - By signing, I confirm the application has received an internal administrative review.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ASSISTANT VICE-PRESIDENT RESEARCH** - By signing, I confirm that the applicant is eligible to submit an application on behalf of CUE for an application for External Academic Funding for the following purpose:

Research       Educational       Infrastructure       Other (specify) \_\_\_\_\_

Under the following Procedure:

- External Research Grants       Government-funded Academic Activity  
 Industry-funded Research Grant       Advancement-funded Academic Activity  
 International Funding of Academic Activity and Research

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**If Confirmed Institutional Cash or In-Kind Contributions are required at the application stage, DIRECTOR OF FINANCE OR VICE PRESIDENT OF FINANCE AND OPERATIONS** - By signing, I confirm the CUE cash commitment and In-Kind commitments have been approved and will be available for the project, if awarded.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* Or indicate if Not Applicable

**When applicable, VICE-PRESIDENT EXTERNAL AFFAIRS AND INTERNATIONAL RELATIONS** - By signing, I confirm that the application has been reviewed in preparation for submission.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATORY. VICE-PRESIDENT ACADEMIC AND PROVOST** - By signing, I confirm institutional approval of the project and that the institution will administer any funds received in accordance with granting agency policies and sponsor terms and conditions.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# PROCESS GUIDELINES

## External Grant Institutional Signature Page Funding Application Approvals

### Description

The External Grant Institutional Signature Page provides important information at the time of application submission in order to facilitate disclosure to all relevant persons and insure institutional awareness and approval of the proposed funding. The Signature Page is also important to identify potential institutional processes or certifications that may be required (e.g. ethics) so that the applicant can plan accordingly. The Signature Page ensures all parties are aware of their responsibilities that any university resources affected by the project, including cash and in-kind commitments, indirect costs of research, facilities, and workload appointments are managed effectively.

### Applications

Applications forwarded for institutional signature should be in submission ready form or in the final draft form. Submitted grant applications will be retained and filed by the Office of Research Services.

### Applicant

The applicant is generally the leader of the project and CUE is the lead institution. If the applicant is not the leader of the project, or is participating in an application where CUE is not the lead institution, a Signature Page is still required if the applicant will receive funding or if CUE is committing to provide a cash or in-kind contribution to the project. When participating in an application where CUE is not the lead institution, identify the project leader and lead institution in the appropriate field.

### Instructions

All applications and proposals being submitted under the auspices of Concordia University of Edmonton must be reviewed and approved by the institution. The External Grant Institutional **Signature Page** is mandatory and should be completed PRIOR to submission to the sponsor.

	Who	What	When
1	Applicant	<ul style="list-style-type: none"><li>• Complete the Signature Page and sign in the appropriate field.</li><li>• Attach the Signature Page to the cover of your grant application and forward it to your Faculty Dean/Head Unit Manager.</li></ul>	
2	Faculty Dean	<ul style="list-style-type: none"><li>• Review grant application. If the project meets your approval, sign the Signature Page in the appropriate field and return to applicant.</li></ul>	
3	Applicant	<ul style="list-style-type: none"><li>• Forward the grant application with the Signature Page signed by you and your Faculty Dean/Head Unit Manager to the Office of Research Services <a href="mailto:research@concordia.ab.ca">research@concordia.ab.ca</a> or at Academic Administration reception.</li></ul>	Ten working days prior to agency deadline
4	Finance & Operations	<ul style="list-style-type: none"><li>• *If applicable* Review and confirm that any institutional cash and In-Kind commitments included in the application have been reviewed by Finance and Operations and confirmed that they will be available if the grant application is successful.</li></ul>	Within two weeks of agency deadline
5	Office of Research Services	<ul style="list-style-type: none"><li>• Research Officer review grant application and forward to the Assistant Vice-President Research to obtain authorization to submit.</li><li>• Obtain signature from the Manager of the Centre for Innovation and Applied Research for applications for Industry or Government.</li><li>• Obtain institutional signature from the Vice-President Academic and Provost and/or the Vice-President External Affairs and International Relations.</li></ul>	Within two weeks of agency deadline.