

### 1. PROJECT INFORMATION

New Project	If an extension of an Existing Project, state Project #:
Project Sponsor and if applicable, Program name:	
Title:	
Start Date (dd-mmm-yy):	End Date (dd-mmm-yy):
Principal Investigator (PI):	
With which Department/School/Institute*/Centre* do you want your research account associated? *See additional signature in Section 6 and include Org Unit if known.	

UW Co-Investigator(s) and Department of those who have agreed to participate (Attach additional page if needed):	
1.	5.
2.	6.
3.	7.
4.	8.

Keywords (minimum 3):

### 2. CERTIFICATIONS AND RISK DECLARATION: Indicate which of the following apply to the proposed activity.

Yes	No	This section applies to the entire project, including Co-Is
		Live, Non-Human Vertebrate Animals & Animal Tissues (conducted on or off campus). <a href="#">ORE</a> certification is required before funds are released. If available, provide active <b>AUPP#</b> :
		Human Participants, Human Tissue/Fluids, Observational Recording and Secondary Data not in public domain (conducted on or off campus). <a href="#">ORE</a> certification is required before funds are released. If available, provide active <b>ORE#</b>
		Conflict of interest involving human participants. If there is a real, perceived or potential conflict of interest complete <a href="#">Researcher Declaration - Conflict of Interest Disclosure Form</a>
		Is this an industry sponsored clinical trial?
		Conflict of interest (real or potential) involving any of the Investigators or external organisations involved in this proposal [See <a href="#">Policy 69</a> ]. Obtain approval from Chair/Director per Policy. Once approved, notify <a href="#">Office of Research</a> .
		Controlled goods and information. See: <a href="#">Controlled Goods Program (CGP)</a> . Contact <a href="mailto:ResearchOffice@uwaterloo.ca">ResearchOffice@uwaterloo.ca</a> .
		Restricted information (e.g. personal (health) information or information covered under an NDA). [See <a href="#">IST</a> regarding <a href="#">Policy 46</a> ].
		Consulting/Fee-for-Service payment to Investigator(s). [ <a href="#">See Policy 17</a> ]
		Any other known risk associated with this activity? (e.g. environmental impact) If yes, attach details.
		Biohazardous Agents. Contact <a href="#">Safety Office</a> to obtain permit, where applicable.
		Radioactive Materials (including equipment containing radioisotopes). Contact <a href="#">Safety Office</a> to obtain permit.
		Field Work in Canada or abroad. <a href="#">Complete Field Work Risk Management form</a> on Safety Office site, and secure approval from Chair/ Director. Once approved, notify the <a href="#">Office of Research</a> .
		Teaching release, where applicable. Discuss with Chair/Director.
		Additional space, resources, renovations, upgrades, computer equipment or construction. Discuss with Chair/Director.
		Financial viability of project is dependent on any other source of funding. If yes, discuss financial risk with Chair/Director.

### 3. COLLABORATIONS

Yes	No	
		If matching funds are required, have they been or are you planning to leverage them elsewhere? <b>Describe:</b>
		If successful, will you send any of the funds to another institution? <b>List institution(s):</b>
		Is this project led by another institution? <b>Lead institution:</b>

### 4. TOTAL PROJECT BUDGET (If UW is not the lead institution, only include funds coming to UW)

Cash (excluding overhead)		Overhead on cash	In-Kind	Total (cash + overhead + in-kind)
Yes	No	Have you included the <a href="#">maximum overhead</a> (indirect costs) allowed by the sponsor? (In the case of industry sponsors the percentage overhead is 30% on Total Direct Costs) If not, please explain below or attach additional page as necessary.		
Special Overhead splits – provide details:				

### 5. WATERLOO SIGNATURES

I certify that the information above is accurate and complete to the best of my knowledge. I confirm that:

- I understand and will abide by the terms and conditions of the agreement/sponsor guidelines;
- I understand all applications, contracts, and grant agreements must be signed off by the appropriate university authority, per [Procedures 1A](#) and [10](#);
- I understand that environmental impact statements/assessments may be required by sponsor/government and it is my responsibility to comply with these requirements and obtain certifications;
- I understand that should there be a change in criteria in section 2 during the life of the activity, it is my responsibility to notify the Office of Research;
- I will follow applicable University policies: [Policy 46](#) (Information Management); [Policy 17](#) (Quotations and Tenders); [Policy 33](#) (Ethical behaviour); [Policy 69](#) (Conflict of Interest); and [Policy 73](#) (Intellectual Property Rights);
- Per the [Deficit Resolution Procedure](#), I will provide another account to cover any deficit arising from this project;
- If installation of major equipment or renovation of existing space is involved, approvals for the space have been secured in the Department / School / Faculty and that arrangements have been made to cover the installation and/or renovation and/or future operating costs; and
- By signing this document, the principal Investigator delegates signing authority to his/her Chair or Director for the account(s) associated with this activity.

Print Name	Date	Signature
Waterloo Principal Investigator		

\*This coversheet will be shared with all co-applicants/their chairs/directors and deans

### 6. ACKNOWLEDGEMENT AND APPROVAL FROM ADMINISTRATION

Print Name	Date	Signature
Department Chair/School Director		
Faculty Dean		
<b>If Section 1 indicates this project is associated with a Centre/Institute, the Director's signature is <u>also</u> required</b>		
Centre/Institute Director		

#### OFFICE OF RESEARCH SIGNING AUTHORITY

The University will administer the project in accordance with i) its guidelines and policies; ii) terms and conditions of the agreement/sponsor guidelines.

Office of Research	Date	Signature