

Forego professional fees from research contract



This form is to be used to forego professional fees under a research contract

Name

Employee No.

Research Contract Cost
Centre no:

Research Contract Sponsor:

I wish to forego professional fees in the amount of \$ rendered to the sponsor under the above-referenced contract in favor of a research grant.

General Research Account No

Create a general research account (if applicable)

I agree and understand that no salary or professional fees are payable to me from this research grant and that this decision is irrevocable.

DATE

Requester

Director

Dean / Vice-Rector, Research

The Dean, in the case of the departmental chairman, or the Rector, in the case of the Dean, is required to assess the research activities of the individual prior to negotiating such an arrangement. Only the Dean or the Rector can approve the creation of the research grant

Once completed, this form needs to be forwarded to the office of Technology Transfer and Business Enterprise(TTBE).

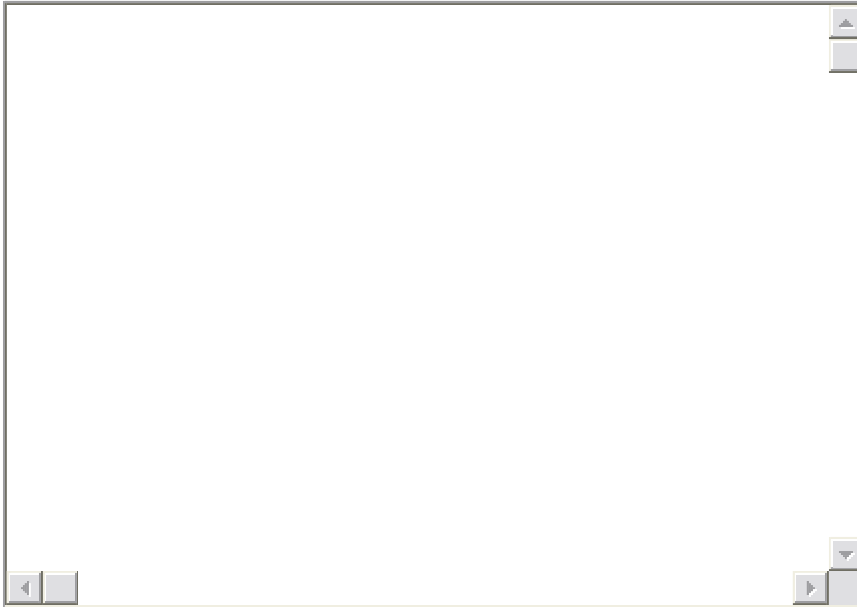
Research Project Description

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Budget and Budget Justifications

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University Authority Assessment of Research Project and Decision / Comments of the Dean



The purpose of a GENERAL RESEARCH GRANT is:

1. to further research activities of the principal investigator;
2. to reduce the number of research cost centres and the corresponding workload;
3. to make it easier for faculty and clerical staff to administer their cost centres.

This cost centre can hold:

1. any unencumbered positive balances from completed contracts and grants, once any needed approvals for the transfer have been obtained from the funding agency and on approval of the Office of Research Grants and Ethics Services or Technology Transfer and Business Enterprise;
2. any administrative supplement used in lieu of salary as per established procedures;
3. contract honoraria or professional fees allocated to research funds; the Office of Research Grants and Ethics Services or Technology Transfer and Business Enterprise will make the transfer upon written request from the principal investigator and as approved by the chair and dean of the faculty;
4. small unencumbered research contributions.

This cost centre holds University funds.

1. Funds in this account, as in all trust accounts, belong to the University and are held in trust for researchers to further their research endeavours. Funds can only be used for expenses directly related to research such as student salaries, travel expenses, equipment, material, supplies, etc. Any equipment purchased with these funds becomes the property of the University of Ottawa.
2. Once a decision is made to place money in this account, it is irrevocable; one cannot later decide to withdraw money from the account and convert it to personal income. This position is absolutely necessary to satisfy Canada Revenue Agency guidelines.

Administrative points to be aware of:

1. This account will only accept transactions while the account has a positive balance.
2. Any new revenue must be reported to the Office of Research Grants and Ethics Services or Technology Transfer and Business Enterprise. Journal entries or revenue remittance vouchers depositing money into these accounts must be approved by the Department Chair and forwarded to the Office of Research Grants and Ethics Services or Technology Transfer and business Enterprise for final approval.
3. In all cases of decisions to forego remuneration for services rendered or professional fees in lieu of a research grant, in order to clearly demonstrate "University ownership" for tax reasons, every transfer into an account must be approved by the chair of your department and/or the Dean and the Office of Research Grants and Ethics Services or Technology Transfer and Business Enterprise.

For more information please contact the Technology Transfer and Business Enterprise office at 562-5399 or via e-mail at ttbe@uOttawa.ca

Name