

Forego Remuneration



This form is to be used to forego remuneration for services and to request the approval and award of a research grant.

Foregoing remuneration for services rendered

Administrative supplements are paid in recognition of additional work required of departmental chairs and deans.

A professor may, at the time of appointment, refuse the additional remuneration and negotiate additional assistance. Such assistance is normally accorded in the form of a research grant.

Name

Employee No.

General Research account No

Generate New General Research Account (If applicable)

Services Rendered

\$

I wish to forego my remuneration for services rendered and submit for evaluation the following research project.

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

The Dean, in the case of a 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 a research grant.

Once this form is completed and signed ,please return it to Research Management Services

Research Project Description

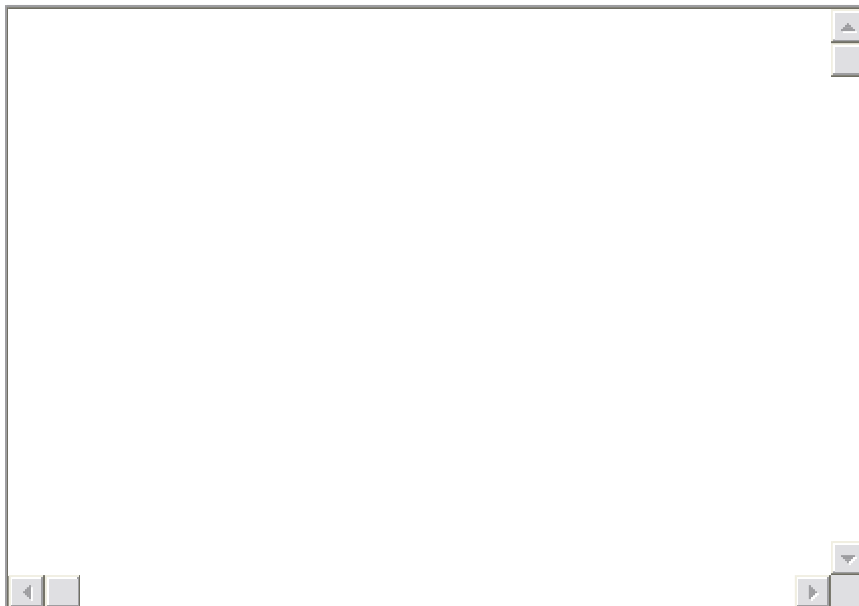


Budget and Budget Justifications



Name

University Authority Assessment of Research Project and Decision



The purpose of a GENERAL PURPOSE 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 Research Management Services;
2. any administrative supplement used in lieu of salary as per established procedures;
3. contract honoraria or professional fees allocated to research funds; the Research Management Services 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 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 Revenue Canada 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 Research Management Services. Journal entries or revenue remittance vouchers depositing money into these accounts must be approved by the Department Chair and forwarded to the Research Management Services 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 Research Management Services.

For more information please contact the Research Management Services at 562-5841 or via e-mail at recherche_sgr-research_rms@uottawa.ca@uOttawa.ca

Name