Title: Are you going to be submitting a Grant

Responsibilities of Research Faculty:
1. Submit to Deanna 3 weeks prior to deadline
2. After Lennox’s signature, Peds Finance will return you the original for your signature and you submit it to HRS. See Box 1.
3. After HRS informs you of Grant, you send application to Sponsor
4. When you receive Notice of Award/funding notice, you
   A) notify Deanna
   B) notify HRS to signal a request for new research account

Contact
Deanna Maerz
mearzd@mcmaster.ca
Ext. 73780

Box 1. Grant Application:
1. Completed HRS Checklist (with Dept. Chair Signature)
2. Draft or summary of proposal (2 copies)
3. Budget and justification (2 copies)
4. Biosafety approval (if applicable)
5. Grant signature page(signed by P.I and Department Chair)

The HRS Checklist and the request for a MISC/TR account (if applicable) can be found here: http://fhs.mcmaster.ca/healthresearch/administration_forms.html

Letter of Extension: Please notify Deanna if you receive any extensions. Request ‘no cost’ extension and outcome

Box 2. HRS Reviews compliance:
- compliance with Sponsor and University guidelines
- appropriateness of budget, fringe benefit rates, overhead rates (where applicable)
- space issues identified (if applicable)
- ethics issues identified (if applicable)

Box 3. HRS New Research Account:
- ethics/biosafety approval (if applicable)
- space issues resolved
Then fwd to FHS Finance for new account with
- Completed HRS Checklist
- Notice of Award
- Budget and justification

Box 3a.
Set up account audit files and setup FAS/ORACLE for finance admin team and ask for the access to the admin assistant