TRIUMF Research Project Summary Form (Internal Use Only)

For all grant funding applications, sponsored projects and work-for-other project resource requests, even if TRIUMF is only providing in-kind resources, please submit this form to the Office of Research Services (ORS), researchsvs@triumf.ca. Applications must be submitted to ORS according to established internal deadlines for Tri-Council programs and at least two weeks prior to sponsor competition deadline for all others to ensure they can be reviewed.

I. PROJECT PROPONENT(S)								
TRIUMF Principal Investigator (or	TRIUMF main Co-applicant of externally	-led application)						
Name:		Employment Category (choose one):						
Local/Ext. Tel:		If Other, please specify:						
Email:		Is this a term position? Yes No						
Division:		If term position, specify end date:						
TRIUMF Co-applicants (if any)		Other External Co-applicants or Collaborators (if any, and attach						
Name:	Division:	separate sheet if nec.)						
Name:	Division:	Name:						
Name:	Division:	Tel: Email:						
Name:	Division:	Institution/Co.:						
External Principal Investigator (if	any)	Lead Institution	(if TRIUMF is not project lead):					
Name:								
Tel:								
Email:								
Institution/Co.:								
II. PROJECT DETAILS Attach a copy of the full application including detailed budget, or proposal/workplan and budget if application form is not required.								
Title:								
Award Type:	If Other, please specify:							
Length of project (months):								
 a) Original Funding Source//Sponsor (b) Primary Funding Source (i.e. Lead Ir TRIUMF is not direct recipient of fundic) All additional funding sources (if ap 	s): o Other. Please specify:							
d) Funding Program (if applicable, e.g		Application Deadline (if applicable):						
e) Total Amount of Award (to all instit	utions):							
,	<u>'</u>	clude in-kind contrib	utions). Amount to TRIUMF may be different from Total					
	ns are receiving cash from the same award (e		oject Grant). Attach a separate sheet if necessary and list					
Funding Source (please select all you apply and specify, e.g. if Government, what Cash amount to be allocated to TRIUMF:								
level of gov't. and which ministry, ager	ncy, etc).:							
o Government:		Amount to TRIUN	•					
o Non-profit:		Amount to TRIUN	·					
○ Industry:		Amount to TRIUN	IF \$					
 TRIUMF (internally funded) 	Account No.		Total Cash to TRIUMF: \$					
Funds to be allocated, if any, to Collab	orators (list by Institution and Amount, and u	ise a separate sheet	if necessary):					
Institution Name	Amount to	o be Allocated						
1.								
2.								
3.								
III. RESOURCE IMPLICATIONS								
Building(s) and Boom(s) to be used as	lab /a.manimaantal anaga fanthia musicat.							

Building(s) and Room(s) to be used as lab/experimental space for this project:

Has this project received TRIUMF internal endorsement or approval? If so, please provide the TRIUMF Commitment No. (project or operational):

IV. REGULATORY APPROVA	ALS: Are appro	vals required:	If yes, please provide Certificate/Approval details or indicate "pending" below. Indicate at which institution any approvals are being requested.
Human Research Ethics	o Yes	o No	
Animal Care	o Yes	o No	
Biohazards	o Yes	o No	
Radioactive Materials	o Yes	o No	
Environmental Impact	o Yes	o No	
Controlled Goods/Export	o Yes	o No	
Controls (check with			
Compliance Officer)			
Other (please specify)	o Yes	o No	

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V. CONFLICT OF INTEREST Are you aware	of any conflicts of inter	rest that may have a beari	ing on this project? If Yes, p	lease check appropriate box below; if
No, please proceed to Section VI. Please note	that all conflicts of inte	erest must be disclosed ar TRIUMF Co-Investigat		
Seat on Board of Directors	0	0	0	
Seat on Scientific Advisory Board	0	0	0	
Any Role within the Sponsor Company	0	0	0	
Shares in Sponsor Company	0	0	0	
License / Option Agreement	0	0	0	
Non-Disclosure Agreement	0	0	0	
Consulting Agreement	0	0	0	
 Other conflicts of interest (please 				
describe):				
VI. ADDITIONAL INFORMATION				
Will you be using any proprietary or confident o No O Yes - please specify below:	tial information or mate	erials in the project?		
Source of information/material:				
Nature of information/material (e.g. docume	nts software designs ,	etc):		
Nature of information/material (e.g. documen	its, software, designs, e	etc.j.		
Are you conducting any research for another O No O Yes - please describe below		r that might overlap with	this project?	
Will any employees of the collaborator or spo If yes, will they be participating on site at TRIU		, ,	o No	o Yes
VII. Declaration of TRIUMF Principal Inve	estigator or Lead Inve	estigator		
I agree that I will:				
 Abide by TRIUMF policies and the Sponsor 	r's Terms			
 Include Indirect Costs permitted by the Sp 	onsor			
 Be responsible for management of the TR 	IUMF portion of the pro	oject, including finances		
 Have in place space, facilities and personn 	iel to carry out the proj	ect		
 Obtain any required regulatory approval be 	efore commencing the	e project		
 Satisfy the Conflict of Interest and Commit 	tment policy and ensur	e that any TRIUMF co-app	olicants listed on the propos	sal have also satisfied this policy.
Signature:				
Name:				
		_ Date:		
TRIUMF Co-Applicants:				
Signature:		Name:		 Date:
Signature:		Name:		 Date:
orginature.				Date.
Signature:		Name:		Date:
Signature:		Name:		Date:
VIII. TRIUMF APPROVALS				
Division Director				
Signature:		Name:		Date:
Division Director				
Signature:		Name:		Date:
Research Grants Officer (RGO)				
Signature:		Name:		Date:
	*Note: Please attack a	ıny additional informatio	n on senarate cheets	
	ivole, rieuse allach a	nıv uuunuunui iillüliildi (1100)	n on separate sneets.	

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Research Project Summary Form Guide

- 1. Please fill in all necessary items in the form.
- 2. **Budget**: Please detail only cash contributions.

Please select all appropriate funding sources and the funds to be received from each source. For CFI funds, please include any allocation of IOF funds to TRIUMF. For matching funds grants and partnerships, please separate out the total budget from the different categories (government, non-profit, industry and TRIUMF internal).

Note:

- a. Contingencies should be built into each budget line item, and only the final "price" should be presented.
- b. Please consult Finance for assistance with building the budget.
- c. Please make sure the budget in RPSF is consistent with the proposal.
- 3. **Direct Costs** are those costs that are directly attributable to an individual research project, such as person hours, cost of materials, components or other goods to be procured directly related to the project.
- 4. Indirect Costs are the real, ongoing, necessary operating expenses that support research but cannot be wholly attributed to any one research project, such as utilities, provision of facilities and space, accounting, payroll, janitorial services, etc. Many of the indirect costs are incurred whether or not research funding applications or proposals are successful. Although TRIUMF isn't eligible to claim or apply for reimbursement of Indirect Costs for projects funded by most of the Tri-Agency programs (e.g. the discovery grant program), there are some exceptions and projects funded by other sponsors/Funding Sources might be eligible. For such projects, please contact the Office of Research Services (ORS) for the Required Resources Worksheet (RRW) and submit it together with this Form to the ORS.
- 5. **Original Funding Source** could be a granting agency, industry sponsor or non-governmental organization/foundation. This may differ from where TRIUMF ultimately receives the funds. For example, the funds may flow through a partner university/research institution.

Note: If this is a work-for-other project, please contact the **ORS** for the RRW form.

Scenario 1

A TRIUMF researcher has been successful in an application for funds from NSERC. NSERC is the Original Funding Source, and the Primary Funding Source, so the "Same as Original Funding Source above" checkbox should be selected under Primary Funding Source.

Scenario 2

A University of Toronto researcher has been successful in an application for funding from CFI. For its participation in the research project, TRIUMF will be receiving some of those funds from the University of Toronto. Please enter CFI as the Original Funding Source, select the "Other – please specify" checkbox under Primary Funding Source, and enter "The University of Toronto" as the Primary Funding Source.

- 6. **Regulatory Approvals** are approvals required for the type of research you conduct or materials you will be using in your project. These may include but are not limited to: CNSC, environmental impact assessment, controlled goods or controlled information compliance, the Canadian Council on Animal Care, etc. Please attach copies of any external regulatory forms and indicate the specific approvals required (or the exemption granted, if applicable), and the status of the approval (pending/confirmed). Contact the **ORS** if you need assistance.
- 7. **Sponsor Terms** are the terms and conditions of any Sponsor's contribution or funding agreement. This includes any collaborative research and development agreements, services agreement, etc. It is the responsibility of the Principal Investigator to familiarize him/herself with the Sponsor agreement(s) and in the case of the Tri-Agencies with the Tri-Agency Policies and Guidelines.

Office of Research Services (ORS)

Contact Information

Ann Fong, Head

awoon@triumf.ca or 604-222-7471