**INSTRUCTIONS FOR HRS CHECKLIST/ACCOUNT REQUEST FORM**

\*Always use most recent version of checklist available at: <https://fhs.mcmaster.ca/healthresearch/forms_and_templates.html>

For grants at the APPLIED for stage, please submit 1 complete package to the HRS OFFICE, HSC 3H9, ***TWO WEEKS PRIOR TO THE SPONSOR DEADLINE*** to allow sufficient time for review, revisions and institutional signature(s).

**APPLYING FOR RESEARCH FUNDING: USE HRS CHECKLIST**

All grant applications for submission to a funding sponsor/agency require review by the HRS office.

**PLEASE CHECK THE FOLLOWING TO ENSURE YOU HAVE ALL REQUIRED DOCUMENTS:**

**[ ]** COMPLETED HRS CHECKLIST WITH PRINCIPAL INVESTIGATOR (PI) AND DEPARTMENT CHAIR SIGNATURES

**[ ]** RESEARCH PROPOSAL

**[ ]** BUDGET

**[ ]** BUDGET JUSTIFICATION

**[ ]** GRANT SIGNATURE PAGE – SIGNED BY PI AND DEPARTMENT CHAIR (where applicable)

***IF APPLYING FOR CIHR GRANT SHOULD ALSO INCLUDE THE FOLLOWING:***

**[ ]** APPLICATION DETAILS

**[ ]** ROUTING SLIP

If any of the above items are missing, it may result in delays in the processing of the application.

**RESEARCH PROJECT ACCOUNT: USE ACCOUNT REQUEST FORM**

To request a research project (account) you must submit the following to HRS:

**[ ]** AWARD NOTICE/FUNDING AGREEMENT

**[ ]** FINAL SUBMITTED PROPOSAL

**[ ]** FINAL SUBMITTED BUDGET

**[ ]** COPIES OF ALL APPLICABLE HUMAN AND ANIMAL ETHICS, BIOHAZARD AND/OR HEALTH PHYSICS FINAL APPROVALS AND THE MOST CURRENT ANNUAL REVIEW

**MOVING MONEY INTERNALLY: USE A TRANSFER FORM**

*IF RECEIVING TRANSFER OF FUNDS FROM DEPARTMENTAL 20- T0 80- ACCOUNT PLEASE SEE:*

**[ ]** INTERNALLY SPONSORED RESEARCH TEMPLATE FORM (<https://fhs.mcmaster.ca/healthresearch/administration_forms.html> )

*IF TRANSFERING FROM AN EXISTING 85– FUND TO A NEW 85- FUND PLEASE SEE*

**[ ]** INTERNAL TRANSFER ACCOUNT FORM

(<https://fhs.mcmaster.ca/healthresearch/administration_forms.html> )

**AGREEMENTS**:

Questions regarding Agreements and sub-agreements can be directed to Caroline Woods, Senior Agreements Officer at cwoods@mcmaster.ca

**INDIRECT COSTS:**

As per University policy an indirect cost allowance will be applied if not included in the budget (not applicable to many peer reviewed agencies, eg. CIHR, Heart & Stroke). When in doubt, check the sponsor guidelines and consult with HRS for applicable overhead rate to include, and distribution of indirect costs. For guide on current indirect cost rates see <http://milo.mcmaster.ca/researchers/sponsored/overhead?searchterm=overhead>