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

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

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**](https://healthresearch.mcmaster.ca/app/uploads/2021/04/HRS-Application-Checklist-April-21-2021-unsecured.pdf)

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 (from ResearchNet):***

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**](https://healthresearch.mcmaster.ca/app/uploads/2021/04/HRS-Account-Request-Form-April-21-2021-unsecured.pdf)

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://healthresearch.mcmaster.ca/resources/hrs-internally-sponsored-research-template-form/> )

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

INTERNAL TRANSFER ACCOUNT FORM

(<https://healthresearch.mcmaster.ca/resources/hrs-internal-transfer-account-from-an-existing-ledger-8-acct-to-a-new-8-acct/> )

**AGREEMENTS**:

Questions regarding Agreements and sub-agreements can be directed to Caroline Woods, Senior Agreements Officer at [cwoods@mcmaster.ca](mailto: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>