Request for funding release prior to ethics approval

**The form starts on the next page.**

Please direct questions about how to fill in the form to lisa.shearer@ubc.ca

After you have filled in the form, please delete this page of instructions

Sign the form and save as a PDF. Electronic signatures are acceptable.

Submit to [lisa.shearer@ubc.ca](mailto:lisa.shearer@ubc.ca)

**Tips for completing the form**

Awards Officers are the contacts who are assigned to your grant application through the system, both pre- and post-award. They are usually the person who has processed your RPIF and contract.

**2** If you underestimate the amount needed, you will need to submit a new form for the new amount.

**3** The end date will be used as the “temporary” end date on your research grant account. When the study receives ethics approval, the end date will be extended to match the dates on the award letter. If you underestimate the date when ethics approval will be received, you may submit a request for extension to [lisa.shearer@ubc.ca](mailto:lisa.shearer@ubc.ca) . A new form is not needed for extending the date.

**4** Reasons for requesting the early release might include, for example, “Ethics submission delayed until community consultation is complete”; “Pending institutional approvals”, etc.

**5** To ensure timely processing of your request:

Itemize the work to be done and by whom (e.g. graduate student, research assistant, community consultant)

List purchases of equipment and licences, etc.

Provide the dollar value for each item covered by the request.

Ensure the amounts listed equal the amount being requested for early release.

If available, please also provide the budget and milestones documents submitted with the grant.

**Other:**

Cannot be used for UBC O Internal funding

Cannot be used for student projects (e.g. URAs)

Full approval must be obtained within the time frame stated in the award letter

Preliminary funds cannot be used for sub-grants for tricouncil funds; subgrants can only be processed once full ethics approval is obtained.

Maximum amount of request: up to 40% of year one funds. If more is required, please provide additional rationale.

Funds cannot be used for research work that involves human participants

To limit the liability to the faculty/department/unit, if the sponsor will not release the funds until full ethics approval is obtained, then preliminary release of funds will not be approved

Please delete this page before submitting your signed form.

Request for funding release prior to human ethics approval

Researchers may qualify for early release of funds to cover non-research activities such as: travel, relocation, conference attendance, set up of lab or research space, purchase of research materials or supplies. Salaries and other expenses related to pre-research activities, such as literature review, planning, community consultation, engagement with research advisors, are also allowed, provided they are permitted by the granting agency.   
*Early release of funds may not be requested for activities that involve collecting research data from individuals in the role of research participants.*   
For funding from sponsors – other than CIHR, NSERC, SSHRC and UBC internal funding – you may be asked to provide confirmation from the sponsor that they do not prohibit funding release prior to human ethics approval.

Does the Funding Agency permit early release? 🞏 Yes. 🞏 Permission letter attached, or 🞏 Guidelines website [Type here]

Principal Investigator: [Type here]

Department / Faculty:[Type here]

FAS or Account # [Type here] ORS/UILO Awards Officer**1**: [Type here]

Funding Agency: [Type here]

Project title: [Type here]

Total amount of award: $ [Type here] Amount requested for early release: $**2** [Type here]

Date when you will start using the funds being requested: [Type here]

Date when you anticipate receiving human ethics **approval3**: [Type here]

Are you seeking a full year’s salary to meet HR requirements? 🞏 Yes 🞏 No

Briefly explain why you are requesting early release of funds**4**:[Type here]

How will the requested amount be used?**5** [Type here]

In case of questions, person to be contacted regarding this request:

Name: [Type here]

Email: [Type here] Phone: [Type here]

By signing below, I guarantee that no research involving humans will occur during the time period specified above, and that I will submit a human ethics application and receive approval prior to engaging in any research activities involving humans. I further confirm my understanding that research involving humans includes research involving living human participants, human biological materials as well as any research involving personal information.

**PI/Grant holder Signature**: Date: [Type here]

Name of PI/Grant holder: [Type here]

*Once the pre-release amount has been approved by the Office of Research Services, please direct all further questions to your ORS/UILO Awards Officer.*

*This section is for administrative purposes only.* Approved by Manager, Administration and Compliance, Office of Research Services, UBC Okanagan

Signature: Date: [Type here]