

## EXTERNAL RESEARCH APPLICATION COVER SHEET

The External Research Application Cover Sheet must be submitted for all grant applications, letters of intent (LOIs), contracts, memorandums of understanding, and agreements. The Cover Sheet should be completed and signed by the Principal Investigator then forwarded to their Dean/Director for review and signature along with the complete application package, i.e., all items being submitted to the funder. The Cover Sheet and application package are then forwarded to the Office of Research Services (ORS) for vetting and authorization by the Vice-President (Research & Graduate Studies). All applications must be authorized by the Vice-President prior to external submission to the funder. Submitting inaccurate or false information is a breach of Brandon University's [Policy on Academic Integrity and the Responsible Conduct of Research, Scholarship, and Creative Work](#).

<b>Principal Investigator (PI)</b>			
<b>Co-Investigators (BU only)</b>			
<b>Department/Unit</b>			
<b>Funding Agency/Source</b>			
<b>Funding Program Name</b>			
<b>Application Deadline</b>			
<b>Application Title</b>			
<b>Research Keywords (3 to 5)</b>			
<b>Does the project require <a href="#">Brandon University Research Ethics Committee (BUREC)</a> approval?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the project require <a href="#">Brandon University Animal Care Committee (BUACC)</a> approval?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the project require <a href="#">Brandon University Biosafety Committee (BUBC)</a> approval?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the project fall under a <a href="#">SENSITIVE TECHNOLOGY RESEARCH AREA</a>?</b> If "Yes", include <b>Area</b> and <b>Sub-Area</b> below.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Area		Sub-Area	
<b>The PI confirms that the project does not involve any organization on the federal <a href="#">NAMED RESEARCH ORGANIZATIONS</a> list.</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If this is a contract, does the budget include OVERHEAD as per the <a href="#">Brandon University Research Contract Policy</a>?</b> If overhead is not included, the application package must include documentation from the Vice-President (Research & Graduate Studies) waiving the overhead.			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Does the project involve any CASH AND/OR IN-KIND CONTRIBUTIONS from Brandon University?</b> If "Yes", documentation from the appropriate institutional source(s) outlining the details and amount of the contribution must accompany the application package.			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the project have a RESEARCH DATA MANAGEMENT (RDM) PLAN?</b> If "No", refer to the <a href="#">BU RDM Strategy</a> and general information on <a href="#">RDM at BU</a> to learn more. RDM Plans are highly recommended, part of best research practices, and will soon be required by funding agencies.			Yes <input type="checkbox"/> No <input type="checkbox"/>

Are there any **CONFLICTS OF INTEREST** to declare for the project, as per the [Brandon University Conflict of Interest in Research Policy](#).

Yes  No

If "Yes", identify the conflict(s) in the space below.

### REQUIRED SIGNATURES

*Note: Where the project involves an internal Faculty/School/Unit or co-investigators outside of the PI's area, the respective Other Dean/Director signature shall also be included.*

<b>Principal Investigator</b>		<b>Date</b>	
<b>Dean/Director</b>		<b>Date</b>	
<b>Other Dean/Director</b>		<b>Date</b>	

### INSTITUTIONAL SIGNING AUTHORITY

<b>Vice-President (Research &amp; Graduate Studies)</b>		<b>Date</b>	
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