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| EXTERNAL RESEARCH APPLICATION COVER SHEET | | |
| **The External Research Application Cover Sheet must be completed, printed, and signed by the Researcher then forwarded to the 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 Provost and Vice-President (Academic). All applications must be authorized by the Provost prior to external submission to the funder. A cover sheet should be completed for all grant applications, Letters of Intent (LOIs), contracts, Memorandums of Understanding (MOUs), and agreements.**  **Submitting inaccurate or false information in this form in a breach of Brandon University’s** [**Responsible Conduct of Research Policy**](https://www.brandonu.ca/governors/files/Academic-Integrity-Responsible-Conduct-of-Research-FINAL.pdf)**.** | | |
| Name: |  | |
| Department/Unit: |  | |
| Funding Source and Program: |  | |
| Application Deadline: |  | |
| Application Title: |  | |
| **Please provide minimum three keywords that best describe your project.** |  | |
| Does the project require approval by the [Brandon University Research Ethics Committee (BUREC)](https://www.brandonu.ca/research/committees/burec/)? | | Yes  No |
| Does the project require approval by the [Brandon University Animal Care Committee (BUACC)](https://www.brandonu.ca/research/committees/buacc/)? | | Yes  No |
| Does the project require approval by the [Brandon University Biosafety Committee (BUBC)](https://www.brandonu.ca/research/committees/bubc/)? | | Yes  No |
| Is this a contract?  * **If “Yes”, does the budget include overhead as per the** [***Brandon University Research Contract and Overhead Policy***](https://www.brandonu.ca/governors/files/ResearchContractandOverheadPolicy.pdf)***?*** * **If the budget does not include overhead, does the application package include documentation from the Vice-President (Academic & Provost) to waive the overhead?** | | Yes  No  Yes  No  Yes  No |
| Does the project involve any cash and/or in-kind contributions from Brandon University?If “Yes”, does the ORS have documentation on file from the appropriate institutional source(s) outlining the details and amount of the contribution? | | Yes  No  Yes  No |
| Does the project have a Research Data Management (RDM) Plan?  * **If “no”, please refer to** [**BU’s Research Data Management Strategy**](https://www.brandonu.ca/research/files/Research-Data-Strategy.pdf) **and general information about** [**Research Data Management at BU**](https://www.brandonu.ca/research/policies-programs/research-data-management/)**.** * **While not yet required for research projects, RDM plans are part of best research practice and will soon be required by funding agencies.** | | Yes  No |

**REQUIRED SIGNATURES:**

**SIGNATURE** Researcher/Principal Investigator (PI) **DATE**

**SIGNATURE** Dean/Director of Researcher **DATE**

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| --- | --- | --- | --- |
| **FOR ORS USE ONLY** | | | |
| **SIGNATURE Vice-President (Research & Graduate Studies) DATE** | | | |
| **Application Entered into Database:** | **Awarded:** | **Not Awarded:** | **Results Entered into Database:** |