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 [wendy.bond@ubc.ca](mailto:wendy.bond@ubc.ca).

The PI must be the person who is listed in RISe as the grant “owner”; their signature is required on the form.

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 [wendy.bond@ubc.ca](mailto:wendy.bond@ubc.ca)

**Tips for completing the form**

Awards Officers are the contacts who shepherd your grant application through the system, both pre- and post-award. They are usually the person who has processed your RPIF and contract. They are named in RISe as “RESA”.

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

**3** The end date is used as the “temporary” end date on your 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, send an email requesting extension to [wendy.bond@ubc.ca](mailto:wendy.bond@ubc.ca). A new form is not needed but a specific date must be provided (mm/dd/yyyy).

**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.,

research assistant x 100 hours @ $rate = $

honouraria for co-creators = $

List purchases of equipment and licences and their cost, etc.

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

The amounts listed in part 5 must equal the amount being requested in part 2.

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

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.*   
Other than for CIHR, NSERC, SSHRC and UBC internal funding, you may be asked to provide confirmation from the sponsor that they do not prohibit partial release of funds prior to human ethics approval.

Agency permits early release? 🞏 Yes. 🞏 Permission letter attached, or 🞏 Guidelines website [Type here]

Principal Investigator (listed on the funding application): [Type here]

Department / Faculty:[Type here]

FAS # [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]

Itemize how will the requested funds be used**5** [Type here]

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

Name of PI/Grant holder: [Type here]

*By signing above, I guarantee that no research involving humans will occur during the time period specified, 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 human biological materials, any research involving personal information, and living human participants.*

**In case of questions, person to be contacted**:

Name: [Type here]

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

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

Approved on behalf of the Office of Research Ethics:

Signature: Date: [Type here]