

Release of Funds Agreement Guidelines

The Release of Funds Agreement is intended to allow spending of research funds while applications for ethic protocols are being processed. To qualify for a release of funds, the following conditions must be met:

- Notice of award or final contract must be received or signed.
- An Award ID (R#####A##) Number must be generated.

Please note:

Research awards that have been granted a release of funds will have specific restrictions on the use of those funds. Research activities relating to interaction with human or animal participants (e.g., recruitment activities, other activities that involve human identification or interaction) or data collection relating to the use of human or animal materials or personal (health) information, cannot be undertaken in advance of study approval.

Examples of research related expenses NOT ALLOWED with a release of funds agreement are as follows:

- Animal purchases
- Research salaries directly related to data gathering (for the purpose of the grant)
- Participant travel fees (e.g., parking, taxi)
- Participant food costs (e.g., meals, beverages, snacks)
- Participant fees (e.g., gift card, cash)
- Consulting services related to research study
- Fees for chart access
- Fees for diagnostics (e.g., laboratory, imaging)
- Fees for interventions (e.g., pharmacy, nutrition services, practitioner fees)
- Purchase of radioactive materials

Examples of expenses ALLOWED with a release of funds agreement are as follows:

- Computer/laptop, printers, computer programs or apps
- Research salaries that will not require access to human data, humans, or animals
- Printing/photocopying for administrative purposes and lab set-up
- Travel expenses to attend conferences related to the research study

If you have any questions or concerns, please contact Certifications at Western
certifications@uwo.ca