Research Administration – Researcher/Account Holder Responsibilities

Overview

When research funds are awarded to individual researchers and/or to the institution, the University has a stewardship responsibility to ensure that the funds are utilized effectively and in accordance with sponsor policies and guidelines. This document is intended to provide a summary of the responsibilities of Researchers/Research Account Holders as they relate to the management of research funds.

Researcher/Account Holder Responsibilities

• Provide written authorization for all expenditures charged to their research accounts or where applicable, provide written delegation of signing authority.

• Ensure that individuals with delegated signing authority understand and comply with University and sponsor requirements.

• Use the award only for the designated purposes for which the award was made.

• Ensure that all expenditures comply with University and funding agency policies, procedures and guidelines.

• Ensure that sufficient funds are available to cover all expenditures and resolve any over-expenditure in a timely manner in accordance with the University's Administrative Policy 7.11 (Over-Expenditure of Research Accounts).

• Monitor and review on a regular basis all financial transactions that have been charged to their accounts and communicate any discrepancies to their department administrator and/or Research Finance.

• Abide by the University of Western Ontario’s Research Policies including the requirement of meeting all regulations regarding the use of animal subjects, human subjects and bio-hazardous materials and other Administrative Policies and Procedures as appropriate.

• Submit any supporting documentation required by University policy or sponsor guidelines, where necessary.

• Review and sign financial reports as required by the sponsor.

• Submit all technical, scientific and/or progress reports by the prescribed deadlines as required by the sponsor.

• Promptly notify Research Development & Services of any change in their employment status for the duration of the award.

• Co-operate in the investigation of any allegation of research misconduct or misuse of funds as it relates to their research project(s).

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