

ELIGIBILITY TO HOLD A RESEARCH ACCOUNT AT THE UNIVERSITY OF WESTERN ONTARIO

POLICY

Research Development & Services (RD&S) reviews all proposal/applications for grants, awards and contracts to ensure that eligibility and application guidelines are met before Institutional Approval can be given. The Researcher must submit a proposal/application for review and Institutional Approval to RD&S. See Manual of Administrative Policies & Procedures (MAPP) 7.5 Research *Grants*.

Individuals are deemed eligible to hold a research account based on their job requirements. Those with responsibility to conduct independent research (see list below) with the support of their chair and/or dean are eligible to hold a research account. Research accounts will be closed upon the account holder's departure from The University of Western Ontario. Alternate arrangements should be made in order to keep the account active.

Funding Agency

Ensure that the Funding Agency's specific Eligibility Requirements are met.

The University of Western Ontario

The following outlines the positions eligible to hold a Research Account:

- *Full-Time University of Western Ontario Faculty Member, including Physicians*, at one of the following Academic Ranks:
 - Professor
 - Associate Professor
 - Assistant Professor

- *Full-Time University of Western Ontario Librarians and Archivists with Academic Activity* with a Continuing or Probationary Appointment at one of the following Ranks:
 - Senior Academic Librarian
 - Associate Academic Librarian
 - Assistant Academic Librarian
 - General Academic Librarian
 - Senior Academic Archivist
 - Associate Academic Archivist
 - Assistant Academic Archivist
 - General Academic Archivist

- *Other* (with approval from RD&S)
 - Academic Appointments under:
 - *"Procedures for Adjunct Academic Appointments of Faculty* at The University of Western Ontario"* (*excludes Physicians in the Faculty of Medicine & Dentistry) with an appropriate Faculty Appointment of:
 - Adjunct Appointment at the rank of Professor
 - Adjunct Appointment at the rank of Associate Professor
 - Adjunct Appointment at the rank of Assistant Professor
 - Adjunct Appointment at the rank of Adjunct Research Professor – Independent Research Required

Policy Title:	Eligibility Guidelines				
Policy #:	ADM-2000			Page 1 of 2	
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The UNIVERSITY of WESTERN ONTARIO
Research Development & Services - Policies & Procedures

- “*Scientists Employed by Institutions Affiliated with UWO*” (Faculty of Medicine & Dentistry) with an appropriate Faculty Appointment of:
 - Sequential-Term Appointment at the rank of Associate Professor or Professor
 - Affiliated Limited-Term Appointment at the rank of Assistant Professor
 - Cross Appointment at the rank of Professor, Associate Professor or Assistant Professor.
 - Limited Duties Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that he/she is required to conduct independent research)
 - Sequential-Term Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that he/she is required to conduct independent research)
- “*Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments*” with an appropriate Faculty Appointment of:
 - Limited Term Appointment at the rank of Assistant Professor or Associate Professor
 - Limited Duties Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that he/she is required to conduct independent research)
- Chairs, Academic Directors or Deans
 - May hold Department or Faculty related grants, such as:
 - Salary grants
 - Overhead grants
- Research Scientists
 - With Job Description stating that he/she is required to conduct independent research
- Administrative Directors
 - May hold institutional grants, such as:
 - Intellectual Property Management Programs

Others that may have access to and/or signing authority on an established Research Account:

- Post-Doctoral Fellows, Research Associates and Graduate Students
 - May have access to an established Research Account through a Chair or Dean’s Account in their Department/Faculty. Eligibility for access is determined by the funding agency’s guidelines with the written support of the Chair and/or Dean
 - May have access to an established Research Account if the funds are held by an eligible Faculty Supervisor, with the written approval of the Principal Investigator, Chair and/or Dean
- Full-Time Faculty from one of Western’s Affiliated Colleges at the rank of Assistant Professor, Associate Professor or Professor with an appointment to Western, either through an academic department or the Faculty of Graduate Studies
 - Eligibility for access is determined by the funding agency’s guidelines with the written support of the Office of the Dean from the Affiliated College.
 - Funds will be disbursed from Western to the Affiliated College upon receipt of a signed agreement stating the terms and conditions. The agreement, provided by RD&S, will address the following types of items:
 - College to provide an accounting of expenditures at the close of the project
 - Unspent funds are to be returned to Western at the close of the project
 - Should the awardee cease to hold an eligible academic appointment during the tenure of the award, the award will be cancelled and all remaining and recoverable funds will be returned to Western
 - NOTE: Available for selected Western Internal Grants Programs only
- Other appointments, including part-time faculty appointments which do not include responsibility for research, may request from their Dean eligibility to hold a research account

Policy Title:	Eligibility Guidelines				
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