



“Who you going to call?”

A Cheat Sheet

Innovations & Partnerships Office (IPO)

Sponsored and Collaborative research involving Private sector partners

Institutional Collaborations

Non-Funded agreements -MTAs, DTAs, NDAs

Management of intellectual property, copyright, invention disclosures, and patents

Commercialization and Licencing

Research Services Office (RSO)

Sponsored Research Funding

Foundations, Agencies and Government (Eg. Tri-Agency, CFI, NIH)

Non-Private sector, Domestic and International funding

Research partnerships with community partners and other institutions

Innovations & Partnerships Office (IPO)/ Research Services Office (RSO):

(RSO and IPO contact is shown at the bottom of each page of your FReD under “authorized by”)

1. Extensions to fund and grant end date

- No cost extensions
- Negotiate No Cost Extensions
- Extend fund end dates to post eligible expenses after the end of the grant (often in coordination with ROCO)
- Budget adjustments in coordination with ROCO

2. Re-budgeting/budget transfers

- confirm variance thresholds and coordinates requests to the sponsor where approval is required

3. Expense Eligibility

4. Questions regarding your agreement

- carry forward
- activities requiring pre-approval
- general questions

5. Submission of Interim and Final Progress reports (US Government etc)

- Arrange review and sign-off
- forward to sponsor or upload to web modules

6. Initiating an application/agreement

- New website shows more detail about each of the Funding Officers/Managers, and Partnerships Officer's roles and the type of programs they administer.
- work with the PI to ensure all components of the application are complete, present and in line with the requirements of the Funding Opportunity
- questions regarding specific requirements of the application.

Research Oversight & Compliance Office (ROCO)

(The Research Accountant assigned to the award is listed at the bottom of each page of your FReD)

1. Preparation of all interim/final financial reports as required by the Sponsor

- Preparation of Certificate of expenditure
- Creation of the report, often in a sponsor specific format

2. Preparation of all invoices based on the schedule in the agreement

3. Coordination of all audits required by the sponsor

5. Issuance payments to sub-grantees with “Advance Funding”

EXCEPTIONS:

-cost recovery models are handled by the departments

- NSERC, SSHRC, US & I Wire transfers, CFI Subgrants, Genome Canada, Provincial Programs (RSO)

-CRC (Initial payments, RSO)

6. Confirmation of the appropriate exchange rate when paying a foreign sub-awardee

7. Resolving unexpected deficits / surpluses

Reason for your call?	Unit	Where to find?
No cost extensions	RSO/IPO	Authorized By on FReD
Negotiate no cost extensions	RSO/IPO	Authorized By on FReD
Extend end dates for posting	RSO/IPO	Authorized By on FReD
Budget adjustments	RSO/IPO	Authorized By on FReD
Re-budgeting/budget transfers	RSO/IPO	Authorized By on FReD
Variance thresholds	RSO/IPO	Authorized By on FReD
Requests to Sponsors	RSO/IPO	Authorized By on FReD
Expense Eligibility	RSO/IPO	Authorized By on FReD
Carry forward	RSO/IPO	Authorized By on FReD
Activities Requiring Pre-approval	RSO/IPO	Authorized By on FReD
General Agreement Inquiries	RSO/IPO	Authorized By on FReD
Submission of Interim and Final reports	RSO/IPO	Authorized By on FReD
Arrange review and sign off	RSO/IPO	Authorized By on FReD
Forward to sponsor/upload	RSO/IPO	Authorized By on FReD
Initiating an application/agreement	RSO/IPO	OVPRI Directory
Preparation of interim/final financial reports	ROCO	Accountant on FReD
Preparation of invoices	ROCO	Accountant on FReD
Coordination of Audits	ROCO	Accountant on FReD
Issuance of payment to subgrantees (Advanced) (non-exceptional cases)	ROCO	Accountant on FReD
Confirm exchange rates	ROCO	Accountant on FReD
Resolving deficits/surpluses	ROCO	Accountant on FReD