

## Research Project Summary Form Guide

1. **Budget:** Please detail only cash contributions.

Please select all appropriate funding sources and the funds to be received from each source. For CFI funds, please include any allocation of IOF funds to TRIUMF.

For matching funds grants and partnerships, please separate out the total budget from the different categories (government, non-profit, industry and TRIUMF internal).

Note: Contingencies should be built into each budget line item, and only the final “price” should be presented.

2. **Direct Costs** are those costs that are directly attributable to an individual research project, such as person hours, cost of materials, components or other goods to be procured directly related to the project.
3. **Indirect Costs** are the real, ongoing, necessary operating expenses that support research but cannot be wholly attributed to any one research project, such as utilities, provision of facilities and space, accounting, payroll, janitorial services, etc. Many of the indirect costs are incurred whether or not research funding applications or proposals are successful. Although TRIUMF isn’t eligible to claim or apply for reimbursement of Indirect Costs for projects funded by most of the Tri-Agency programs (e.g. the discovery grant program), there are some exceptions and projects funded by other sponsors/Funding Sources might be eligible. For such projects, please contact the RSO for the Required Resources Worksheet (RRW) and submit it together with this Form to the RSO.
4. **Original Funding Source** could be a granting agency, industry sponsor or non-governmental organization/foundation. This may differ from where TRIUMF ultimately receives the funds. For example, the funds may flow through a partner university/research institution.

### Scenario 1

A TRIUMF researcher has been successful in an application for funds from NSERC. NSERC is the Original Funding Source, and the Primary Funding Source, so the “Same as Original Funding Source above” checkbox should be selected under Primary Funding Source.

### Scenario 2

A University of Toronto researcher has been successful in an application for funding from CFI. For its participation in the research project, TRIUMF will be receiving some of those funds from the University of Toronto. Please enter CFI as the Original Funding Source, select the “Other – please specify” checkbox under Primary Funding Source, and enter “The University of Toronto” as the Primary Funding Source.

Note: If this is a work-for-other project, please contact the RSO for the RRW form.

5. **Regulatory Approvals** are approvals required for the type of research you conduct or materials you will be using in your project. These may include but are not limited to: CNSC, environmental impact assessment, controlled goods or controlled information compliance, the Canadian Council on Animal Care, etc. Please attach copies of any external regulatory forms and indicate the specific approvals required (or the exemption granted, if applicable), and the status of the approval (pending/confirmed). Contact the RSO if you need assistance.
6. **Sponsor Terms** are the terms and conditions of any Sponsor’s contribution or funding agreement. This includes any collaborative research and development agreements, services agreement, etc. It is the responsibility of the Principal Investigator to familiarize him/herself with the Sponsor agreement(s) and in the case of the Tri-Agencies with the [Tri-Agency Policies and Guidelines](#).

## Research Services Office (RSO) Contact Information

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