

V. CONFLICT OF INTEREST Are you aware of any conflicts of interest that may have a bearing on this project? If Yes, please check appropriate box below; if No, please proceed to Section VI. Please note that all conflicts of interest must be disclosed annually.

	TRIUMF PI	TRIUMF Co-Investigator	Students(s)
Seat on Board of Directors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seat on Scientific Advisory Board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any Role within the Sponsor Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shares in Sponsor Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
License / Option Agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Disclosure Agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consulting Agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Other conflicts of interest (please describe):			

VI. ADDITIONAL INFORMATION

Will you be using any proprietary or confidential information or materials in the project?

No Yes - please specify below:

Source of information/material:

Nature of information/material (e.g. documents, software, designs, etc.):

Are you conducting any research for another collaborator or sponsor that might overlap with this project?

No Yes - please describe below:

Will any employees of the collaborator or sponsor be participating in this project? No Yes

If yes, will they be participating on site at TRIUMF? No Yes

VII. Declaration of TRIUMF Principal Investigator or Lead Investigator

I agree that I will:

- Abide by TRIUMF policies and the Sponsor's Terms
- Include Indirect Costs permitted by the Sponsor
- Be responsible for management of the TRIUMF portion of the project, including finances
- Have in place space, facilities and personnel to carry out the project
- Obtain any required regulatory approval before commencing the project
- Satisfy the Conflict of Interest and Commitment policy and ensure that any TRIUMF co-applicants listed on the proposal have also satisfied this policy.

Signature: _____

Name: _____

Date: _____

TRIUMF Co-Applicants:

Signature: _____	Name: _____	Date: _____
Signature: _____	Name: _____	Date: _____
Signature: _____	Name: _____	Date: _____
Signature: _____	Name: _____	Date: _____

VIII. TRIUMF APPROVALS

Division Director

Signature: _____ Name: _____ Date: _____

Division Director

Signature: _____ Name: _____ Date: _____

Research Grants Officer (RGO)

Signature: _____ Name: _____ Date: _____

**Note: Please attach any additional information on separate sheets.*

Research Project Summary Form Guide

1. Please fill in all necessary items in the form.
2. **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:

- a. Contingencies should be built into each budget line item, and only the final “price” should be presented.
 - b. Please consult Finance for assistance with building the budget.
 - c. Please make sure the budget in RPSF is consistent with the proposal.
3. **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.
 4. **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 Office of Research Services (ORS) for the Required Resources Worksheet (RRW) and submit it together with this Form to the ORS.**
 5. **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.

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

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.

6. **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 **ORS** if you need assistance.
7. **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](#).

Office of Research Services (ORS)

Contact Information

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