

Contacting Office	ORS	UILO	Research Finance
<b>Funding Management</b>	Pre-Award	Pre-Award	Post-Award
<b>Focus</b>	<p>Research Grants (excluding private sector):</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Awards &amp; Prizes</li> <li>• CFI</li> <li>• Collaborative Research</li> <li>• Donations</li> <li>• Government Grants</li> <li>• Industry grants</li> <li>• Institutional grants</li> <li>• NCE awards</li> <li>• NIH &amp; NSF subcontracts</li> <li>• Start up funds</li> <li>• Tri-Council grants</li> <li>• UBC Internal grants</li> <li>• US Federal grants</li> </ul>	<p>Research Partnerships &amp; Industry, Private Sector:</p> <ul style="list-style-type: none"> <li>• Clinical Research Agreements</li> <li>• Collaborative Research Agreements</li> <li>• Contracts</li> <li>• Service Agreements</li> </ul> <p>Government &amp; Non-Profit Organizations:</p> <ul style="list-style-type: none"> <li>• Research Agreements with contractual terms, deliverables (non-grants)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">All Research PGs</a> (except for large scale projects or major infrastructure awards managed by the Institutional Programs Office)</li> <li>• Specific Purpose P/Gs (donor funded non-research activities, non-research agreements / contracts)</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assistance in Research Grant Application Process</li> <li>• Set-up of Research P/G and budget</li> <li>• Issuance of Research Project Budget (RPB)</li> <li>• Amendments to grants, i.e. duration, extension, budget, researcher, termination</li> <li>• Transfer of Funds to Collaborators</li> <li>• Assisting with obtaining compliance certificates for human subjects, animals or biohazardous materials</li> <li>• Approval of transfers to General Research Fund (GRF)</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance in Research Grant Application Process</li> <li>• Set-up of Research P/G and budget</li> <li>• Issuance of Research Project Budget (RPB)</li> <li>• Amendments to contracts/agreements, i.e. duration, extension, budget, researcher, termination</li> <li>• Transfer of Funds to Collaborators</li> <li>• Material Transfers</li> <li>• Non-disclosure Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Set-up of Specific Purpose P/G</li> <li>• Reconciliation of general ledger balance</li> <li>• invoicing, collection and deposit of funds</li> <li>• Financial reporting</li> <li>• Refund of surplus funds to sponsor</li> <li>• Monitor deficit - cash and budget</li> <li>• Review and inactivate expired PGs</li> <li>• Overhead allocation</li> <li>• Validation and notification of GRF</li> <li>• Conduct training</li> <li>• Conduct spot audit of transactions</li> <li>• Develop (research) finance guidelines</li> <li>• Implementation of UBC and agency policies and guidelines</li> </ul>
<b>General Inquiries</b>	<p><a href="http://www.ors.ubc.ca">www.ors.ubc.ca</a> <a href="mailto:ors@ors.ubc.ca">ors@ors.ubc.ca</a></p> <p><b>Note:</b> All new research project/grant (P/G) requests should be directed to Office of Research Services (ORS) at 102 - 6190 Agronomy Road, Vancouver, B.C. V6T 1Z3 Contact: <a href="#">Donna Lei</a> Tel: 604-822-8581</p>	<p><a href="http://www.uilo.ubc.ca">www.uilo.ubc.ca</a></p>	<p><a href="http://www.finance.ubc.ca">www.finance.ubc.ca</a> <a href="mailto:rta@finance.ubc.ca">rta@finance.ubc.ca</a></p>

P/G contact names for ORS, UILO and Research Finance Officers are available on the RPB and in FMS Nquery.