

## **Research Restricted Account Agreement**

Research Project Name: \_\_\_\_\_

I, \_\_\_\_\_(principal investigator) acknowledge by this Agreement, that I have read and agree to abide by the policies governing research, specifically Kingston Health Sciences Centre (KHSC) Policy 03-021 and KHSC Policy 11-150. The KHSC policies governing research are applicable to research activities at the Kingston General Health Research Institute (KGHRI). The KGHRI is the research arm of the KHSC and became active April 01, 2011.

I accept full responsibility for all expenses that I authorize to be charged to my research fund[s].

I agree to follow all regulations found in the award guidelines provided by the granting agency that sponsors me and/or to abide by any contractual agreement supporting my research activities. I will only authorize expenses that are allowable by the guidelines and/or the agreements.

I relieve the KGHRI and KHSC of any financial responsibility for non-allowable transactions that I may authorize.

I agree to charge the appropriate expenses to the correct fund(s) at source. All adjusting and correcting entries require approval and must be supported with a written explanation.

I acknowledge that I cannot incur deficit in my research account and that my research activities may be affected until such time that I present an acceptable proposal to the KGHRI Finance Office. The proposal will require consideration and approval of the Vice President, Health Sciences Research, KHSC and the President and Chief Executive Officer, KGHRI.

I acknowledge that I have obtained and will maintain all necessary approvals and certifications applicable to this project and required by KGHRI, KHSC and Queen's University. These include:

- Queen's University Tools for Research at Queen's ("TRAQ") Data Summary and Signature Form ("DSS FORM") (<http://www.queensu.ca/traq/signon.html>)
- Ontario Cancer Research Ethics Board (OCREB)
- Clinical Trials Ontario (CTO)
- Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB)
- Animal Care Committee
- Radiation Safety Committee
- Biohazards Committee

\_\_\_\_\_  
Principal Investigator's Signature

\_\_\_\_\_  
Date