

University of King's College  
Research Accountability Statement  
& Agreement

The University of King's College is committed to working collaboratively with researchers in the advancement of their research projects.

King's aims to support and foster researchers with office facilities, and centralized management and administrative services, such as:

- Financial Services including Procurement
- Human Resources
- Facilities Management

The federal Research Support Fund (formerly Indirect Costs Program) helps to offset the costs of doing research.

In an effort to guide and encourage new research projects, King's is implementing a number of policies and procedures to support the shared responsibility of the researchers and King's to comply with all legal, ethical, accountability and financial management standards applicable to research activities.

The Research Accountability Statement (below) is both an information document and an acknowledgement of researcher responsibility in the research enterprise at King's.

October 3, 2016

*\* As adapted from Dalhousie University's 2015 Research Accountability Statement.*

## RESEARCH ACCOUNTABILITY STATEMENT

As Principal Investigator, I acknowledge and accept my responsibility to do the following, to the best of my knowledge and ability:

1. Read, understand and comply with all applicable funding agency policies, regulations, and terms and conditions of the award/agreement;
2. Undertake the Project in accordance with ethical, medical and scientific standards;
3. Comply with all legislative and regulatory requirements as applicable to the Project, and to notify the University in the event of a receipt of a notice of non-compliance, complaint or other proceeding relating to the legislative or regulatory requirements;
4. Comply with University policies, regulations and procedures as applicable to the Project, including but not limited to:
  - a) Tri-Council Policies, King's Guidelines, Policies and Procedures for Integrity in Scholarship.
  - b) University Purchasing Policy, the Research Equipment Policy, Spending Authority for Research Funds, Residual Funds in Research Accounts Policy and the University Travel and Hospitality policies.
  - c) The Code of Conduct, Policy and Procedures for Prevention of Discrimination and Harassment
  - d) King's Research Ethics Policy as well as Dalhousie University's Policy on Ethical Conduct of Research Involving Humans (2012).
  - e) Document Execution/Contract Signing Authority Policy.
5. Comply with all applicable policies and procedures of King's Payroll Services and be responsible for the following:
  - a) Setting the terms and conditions of employment for all persons hired to work on the Project, including benefits and remuneration;
  - b) Directing and supervising all employees and students; and
  - c) Determining when an employee should be suspended or terminated from the Project;
6. Inform every person working on the Project, including students, of the terms and conditions of the award/agreement and, where appropriate, have them acknowledge in writing any conditions with respect to publications, confidentiality, and intellectual property;
7. Adhere to the *Policy on Conflict of Interest* and report all potential conflicts of interest to the Vice-President;
8. Authorize and ensure that delegate(s) authorize only allowable expenses against my research accounts and where unsure to consult with the Bursar's Office, Vice President and/or the funder;
9. Ensure the review of monthly account statements and identify discrepancies and/or problems and to take corrective action in consultation with the Bursar's Office;
10. Reimburse to the applicable account(s) any expenditures authorized by me or my delegate(s), if disallowed by the funder; and
11. Assume personal responsibility for any unauthorized over-expenditures that are not the result of error by support service units, if all other reasonable alternatives to cover such expenditures have been exhausted.

Project Title:	Funding Agency & Program:
Name:	Department:
Signature:	Date:
Director/Dean:	Date: