

RESEARCH ACCOUNTABILITY STATEMENT (November 2016)

(Research Accountability Statement form attached)

Dalhousie is committed to working collaboratively with researchers in the advancement of their research projects.

Dalhousie, like other universities with a major emphasis on research, maintains a significant investment in resources dedicated to support and foster excellence in a wide range of scholarly disciplines. Dalhousie researchers are provided with resource infrastructure comprised of laboratory and office facilities, and centralized management and administrative services, such as:

- Research Services
- Financial Services including Procurement
- Human Resources
- Facilities Management
- Legal Counsel
- Faculty-based administrative personnel, and
- Technical support personnel.

Overhead and the federal Research Support Fund (formerly Indirect Costs Program) help to offset the costs of doing research; however, the recovery of such costs is considerably lower than the actual costs of research programs generally.

In more recent years, Dalhousie has devoted more resources to provide new and upgraded facilities and administrative and technical services for research across the institution.

In an effort to guide and facilitate research initiatives, Dalhousie has implemented a number of policies and procedures to support the shared responsibility of the researchers and Dalhousie to comply with all legal, ethical, accountability and financial management standards applicable to research activities.

The Research Accountability Statement (attached) is both an information document and an acknowledgement of researcher responsibility in the research enterprise.

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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 Legal Counsel office 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) Research Services: [Overhead on Research Funds Policy](#); [Research Equipment Policy](#); and [Controlled Goods Policy](#)
 - b) Financial Services: [Procurement Policy](#); [Spending Authority for Research Funds](#); [Residual Funds in Research Accounts Policy](#); and [University Travel Policy](#)
 - c) Human Resources: Benefits for [Associated Employees](#) and [Grant-Paid Employees](#); [Prohibited Discrimination Policy](#); [Accommodation Policy](#); [Personal Harassment Policy](#); and [Sexual Harassment Policy](#)
 - d) Environmental Health and Safety: [Environmental Health & Safety Orientation Policy](#)
 - e) Ethical Compliance: [Policy on the Ethical Conduct of Research Involving Humans](#); and [Scholarly Misconduct Policy](#)
 - f) Governance and Legal: [Document Execution/Contract Signing Authority Policy](#).
5. comply with all applicable policies and procedures of Dalhousie Payroll and Information Services (my.dal.ca, Faculty and Staff, [Payroll and Information 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 [Dalhousie University Policy on Conflict of Interest](#) and report all potential conflicts of interest to the appropriate Dean and the Vice-President Research;
8. authorize and ensure that delegate(s) authorize only allowable expenses against my research accounts and where unsure to consult with Financial Services, Research Services 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 Financial Services;
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: