***Financial and Budget Resources***

It is important that a clear connection is made between the proposed research and its budget. The budget should accurately reflect the direct and indirect costs associated with the proposed research. Both NSHA and Funders’ budget guidelines should be met with regard to eligible and ineligible costs when preparing a project budget. NSHA Research Services requires that all research budgets be reviewed prior to submission. This review will ensure that all required and appropriate costs are included to cover the proposed research projects’ overall expenses. The Grant Coordinator can assist investigator and research teams with budget development as needed. The following include information on the Overhead and Financial Conflict of Interest policies and the Dalhousie Grant Investigator Checklist.

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| --- |
| Financial Conflict of Interest for National Institutes of Health (NIH), Public Health Service (PHS) and Health and Human Services (HHS) Funding: |

<http://policy.nshealth.ca/Site_Published/Provincial/document_render.aspx?documentRender.IdType=6&documentRender.GenericField=&documentRender.Id=55302>

Overhead Costs - <http://policy.nshealth.ca/Site_Published/Provincial/document_render.aspx?documentRender.IdType=6&documentRender.GenericField=&documentRender.Id=42995>

***Transfer and Release of Grant Funds***

NSHA Investigators holding funds or collaborating with another Investigator who holds funds at Dalhousie, can request the transfer of these funds into a NSHA research account to cover direct costs associated with the research project at NSHA. In order to transfer such funds, the NSHA Investigator, NSHA and Dalhousie negotiate and sign a transfer of funds letter. Before funds are received at NSHA, the NSHA Investigator must provide a research budget outlining the use of the funds, a copy of the funding application and all other required approvals and agreements where applicable (REB, NSHA service departments etc). The Grant Coordinator facilitates the collection of required documentation, transfer and receipt of such funds in collaboration with Dalhousie Research and Financial Services and NSHA Research Finance.

<https://www.dal.ca/dept/research-services/resources/forms-and-templates.html>

NSHA Investigators who have been successful in obtaining funds from a granting agency and require access to these funds in advance of submitting to the REB may apply to have these funds released. The release is subject to the funding agencies’ guidelines and requirements. NSHA Investigators contact the NSHA Research Grant Coordinator or REB with such a request. NSHA Investigators are required to provide a budget and documentation outlining the use and need of such funds and a completed REQUEST FOR A RELEASE OF FUNDS AGREEMENT. Once completed, this is submitted to the NSHA Research Ethics Board which reviews the request and if approved provides a letter to the Grant Coordinator and NSHA Investigator. Once received, the Grant Coordinator facilitates opening of a NSHA Research Account and the release of the funds as approved.