

Signing of Agreements Policy

Reason for Policy

To set out the extent to which authority to sign agreements naming or otherwise binding The University of Manitoba (the "University") is delegated by the Board of Governors of the University (the "Board") to employees of the University.

Policy Statement

Under The University of Manitoba Act (the "Act"), Section 20, all transfers, deeds, mortgages, and other documents to which the University is a party are deemed to be properly executed by the University if the corporate seal is affixed to the document, and if the documents have been signed by the Chairman or Vice-Chairman of the Board, and the Comptroller, or such other persons as the Board may by resolution or by by-law appoint for that purpose.

Research Agreement Procedures

Reason for Procedure

To set out Procedures secondary to the Policy entitled "Research Agreements" in connection with:

- (a) proposals for Research Contracts; and
- (b) the acceptance of all Research Agreements.

Procedural Content

- 1) Any Principal Investigator who wishes the University to enter into a Research Contract with a sponsor must prepare a proposal which includes, at a minimum, the following information:
 - (a) a statement of work;
 - (b) identification of the individuals who will be doing the work and the facilities to be used;
 - (c) a project budget, including provision for the recovery of indirect costs in accordance with Policy: Institutional Costs of Research: Recovery and Distribution;
- 2) If the Principal Investigator, or a member of his or her immediate family, has a financial or other interest in the sponsor, this interest must be disclosed to the unit head in the proposal, in accordance with Policy: Conflict of Interest, as amended from time to time or such similar policy as may be applicable.
- 3) Prior to being forwarded to a sponsor, proposals for Research Contracts must be:
 - (a) submitted for review to the Office of Research Services; and
 - (b) approved by the Vice-President (Research and International) or designate.
- 4) A completed and duly signed Research Funding Application Approval Form (Form 58) must accompany the submission of the proposal to the Office of Research Services.

To review the text of the Signing of Agreements Policy and Procedures, please see the following link:
http://www.umanitoba.ca/admin/governance/governing_documents/community/1113.htm

To review the table of the Signing of Agreements Policy and Procedures, please see the following link:
[link:http://umanitoba.ca/legal_counsel/media/Signing_Policy_Instructions_alone.pdf](http://umanitoba.ca/legal_counsel/media/Signing_Policy_Instructions_alone.pdf)

University of Manitoba Indirect Cost of Research

Institutional Costs will be recovered at the following rates:

Research Contracts	30%
Clinical Trial Agreements	30%
Technical Service Agreements	40%
Research Grants	15%

Exceptions:

- ❖ The University will accept modified Institutional Costs rates from government and nonprofit agencies, provided the modified rates are published and there is sufficient evidence that the modified rates are applied to all Canadian universities.
- ❖ In all other instances, approval of the Vice-President (Research and International) is required for any exception to the Institutional Costs rates set out in this Policy. Requests for exceptions must be made in writing to the Director of the Office of Research Services, with support from the Dean or Director of an Academic Unit and from the Department Head for Academic Units with Departments. Requests for exceptions must include an explanation as to why the exception should be considered. The Director of the Office of Research Services will in turn forward the request to the Vice-President (Research and International) for consideration

Distribution of Institutional Costs Revenue

1) In order to support and promote sponsored research, and to assist Academic Units and researchers in offsetting Institutional Costs in connection with research, Institutional Costs revenue will be distributed as follows:

The distribution of Institutional Costs recovered from Research Contracts, Clinical Trial Agreements, and Research Grants shall be as follows	
1.1.Academic Unit:	50% to be distributed as follows
a) Researcher	50% (or 25% of the total)
b) Researcher's Dean or Director	20% (or 10 % of the total)
c) Researcher's Department Head	30% (or 15% of the total)
d) For Academic Units without departments	30% (or 15% of the total)
(i) shall be distributed to the researcher's Dean or Director so that the total amount distributed to the Dean or Director under this subsection 1.1 (a) shall be 50% (or 25% of the total).	
2.University Administration	30%
3. Vice-President (Research and International) to support research development	20%

2) The full amount of the Institutional Costs revenue recovered from Technical Service Agreements shall be distributed to the researcher's Dean or Director to be used only for the maintenance, repair and upgrade of the research infrastructure and equipment in the researcher's laboratory.

To review the text of the of Policy: Institutional Costs of Research: Recovery and Distribution http://umanitoba.ca/admin/governance/governing_documents/financial/UnivSecInstitutionalCostsofResearchPolicy.html