

1. OVERHEAD INDIRECT COSTS

Overhead (or indirect costs) refers to those costs which are real but not easily identifiable with a particular research project such as utilities; the maintenance of research facilities and equipment; accounting and financial reporting; payroll and personnel services; janitorial services; and ethics review. Every project involves overhead/indirect costs and compensation for these costs is normally sought on all research grants. In the case of most Tri-agency grants, overhead is not an allowable expense but the total value of all such awarded grants are used to determine the amount of the Tri-agency Research Support Fund grant which is paid directly to the University to offset the indirect costs to the University.

For all other grant applications and research contracts, the standard TWU overhead rate is 25% calculated on direct costs. This is the same as the overhead rate posted by other research universities in British Columbia. At Trinity Western University, overhead charges are distributed to the ORGS, the host Faculty/School, and the host Department/Laboratory in a 2:2:1 ratio.

Not all funding agencies allow for the inclusion of overhead costs however. Faculty members should contact the ORGS to find out the rate to use with a specific funding organization.

Questions concerning overhead or other eligible cost items to be charged *in lieu* of overhead should be directed to [Sue Funk](#) in the Office of Research and Graduate Studies (ORGS).

2. WHAT IS INDICATED BY THE SIGNATURES REQUIRED ON THIS SIGNATURE SHEET

Regardless of whether a funding organization requires university sign off on research funding applications, proposals or letters of intent, TWU requires the submission of a completed and signed TWU Funding Application Signature Sheet to the ORGS. This Signature Sheet must be signed (in the following order) by (i) the applicant(s), (ii) the Department Chair or Program Director, (iii) the Faculty Dean or Associate Dean, and (iv) Vice Provost of Research and Graduate Studies, and University President (if required by the funding agency).

The **Principal Investigator** ("PI") or applicant is required to sign in order to indicate his/her acceptance and willingness to carry out the work within the established budget if the application is successful. TWU Co-Investigators from the same department as the Principal Investigator are also required to sign this sheet. TWU co-investigators from different Departments and/or Faculties are required to complete and obtain signatures from their Department Chair and Faculty Dean as described for the PI. It is the responsibility of the PI to submit all TWU Signature Sheets to ORGS when requesting University signature. Note: All Trinity Western University co-investigators who carry out the research funded by a successful application are required to follow the [Integrity in Scholarship and Research Policy](#) as well as all other research-related policies which can be found [here](#). Researchers also agree to [adhere to the financial reporting requirements, as defined by the funder, Canadian law, and/or University policy](#). The signature of the **Department Chair or Program Director** acknowledges the availability in the department of facilities, space, and other resources required to carry out the project, including specified additional resources, and acknowledges the proposed time commitment by the Principal Investigator to the project. The signature of the **Faculty Dean or Associate Dean** indicates his/her approval regarding allocation of space and/or other resources, including specified incremental resources, for the project, within the Faculty. The signature of the **Vice Provost of Research and Graduate Studies**, and **University President** (if applicable) indicates that the University is prepared to administer funds received for the project, on behalf of the Principal Investigator. **Specific terms may be subject to negotiation and final approval.**

3. WHAT IS ADDITIONAL INFORMATION?

The Additional Information box on the TWU Funding Application Signature Sheet is an important part of the information needed for approval of funding applications. Many research projects, once awarded, will entail special requirements for the University. These requirements should be anticipated when the proposal is under development, and applicants must state for the benefit of University signatories whether additional resources are going to be required at some point in the lifespan of the project. These would include such items as:

- Matching funds from the University;
- Space over and above that which is currently allocated;
- If overhead is charged at a rate of less than 25% (see section 1 above), provide specific information as to what rate was used and why.
- Equipment, services, facilities, or other resources to be provided by the University.
- Conflict of Interest (Declare and Describe)