



# NSERC Research Tools and Instruments Compliance Form

Dear Researcher,

Re : \_\_\_\_\_ (please quote NSERC application ID #)

You are the recipient of an NSERC RTI Grant. According to NSERC policies and procedures for NSERC RTI grants ([http://www.nserc-crsng.gc.ca/Professors-Professeurs/RTII-OIRI/RTI-OIR\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/RTII-OIRI/RTI-OIR_eng.asp)), there is the following requirement:

*RTI awards must be used to purchase only the specific type of equipment for which the grant was awarded. Grantees who wish to purchase equipment different from that specified in the application must obtain written permission from NSERC Finance prior to its purchase. Grantees may, however, buy a model different from that requested in the application without prior NSERC approval.*

NSERC has determined that UBC must have an auditable process to comply with the above requirement. This form satisfies this requirement once you have filled it out and appended the appropriate documentation. Please do the following:

- 1) Append (a) this form fully filled out, signed and dated (b) to a completed requisition, and if applicable (c) with a letter from NSERC allowing a change in equipment to be purchased and send to Supply Management: Vancouver Campus, TEF3-5th Floor, 6190 Agronomy Road, Vancouver, BC Canada V6T 1Z3
- 2) Fill out the following section

We confirm that the equipment being ordered on this PG, which is funded by an NSERC RTI grant, is either the specific equipment (though not necessarily model) in the original proposal, or we have been granted written permission by NSERC (letter attached) to buy other equipment.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Grantee: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Head: \_\_\_\_\_

**Please forward completed form to Supply Management**