

ORS/UBC - Request for Issue of a Subgrant Form

1. UBC Researcher

Name:	Request date:
_____	_____
Email:	

Department:	Faculty:
_____	_____

2. Project/Grant Information

Project/Grant number:	Speed Chart:
_____	_____

3. Recipient Institution

Recipient researcher's name:	

Institution name and department:	

Amount of grant to be sent Year 1:	Period of grant ((dd/mm/yy to dd/mm/yy))

Note that unless specified otherwise, any equipment purchased by the co-investigator with these funds will belong to the recipient institution, which is the standard practice.	

4. Complete Attached Appendix B

Please complete attached Appendix B (page 2). Note that the sub-grant budget must adhere to sponsor guidelines & approved use of funds. <u>This Appendix must be typed and signed as it will form a part of the transfer agreement.</u>

5. Send to ORS:

Please send to: carolyn.demelo@ors.ubc.ca (UBC) neisma@bcchr.ubc.ca (BCCHRI) susan.oneil@ors.ubc.ca (VCHRI) PLEASE NOTE: YOUR TRANSACTION WILL TAKE 4-6 WEEKS TO PROCESS

APPENDIX B

Recipient Institution:
Co-applicant name:

Statement of work

Budget (sub-grant budget must adhere to sponsor guidelines & approved use of funds):

Expense category	Amount (CAD)
Student salaries (including benefits)	(a) Bachelor's:
	(b) Master's:
	(c) Doctorate:
Non-student salaries (including benefits)	(a) Postdoctoral:
	(b) Other:
Professional and technical services/contracts	
* Equipment (including powered vehicles)	
Materials, supplies and other expenditures	
Travel	
Total	

Equipment:

Any equipment purchased with these grant funds (if an approved expense) belongs to the recipient institution:

YES NO

Authorization:

Grant-holder signature

Date

Note that this Appendix is an integral part of the transfer of funds agreement.