

ELIGIBILITY TO HOLD A RESEARCH ACCOUNT AT THE UNIVERSITY OF WESTERN ONTARIO

PREAMBLE

Western's Manual of Administrative Policies and Procedures (MAPP) 7.8 [Signing Authorities for Research Documents](#) designates the Office of the Vice-President (Research) (VPR) as Western's institutional signatory with the authority to sign and endorse grant applications (including reapplications), contracts, agreements and related documents on behalf of the university arising from – or related to – scholarly, research, creative and research-oriented activities. The VPR exercises this signing authority through the oversight of Western Research – Office of Research Services. The Principal Investigator must submit a proposal/application for review and institutional approval to the Office of Research Services (ORS).

Research Eligibility

Individuals are deemed eligible to apply for and hold a research account based on their job requirements as approved in their employment relationship with Western. Those with the expectation and responsibility to conduct independent research (see list below), indicated within the assigned workload of the Letter of Appointment, are eligible to hold a research account. Research accounts will be closed upon the account holder's departure from The University of Western Ontario. If the account needs to remain open, alternate arrangements must be made with Western Research - ORS.

Funding Agency

Individuals who are deemed eligible to apply for research funding must also ensure that the Funding Agency's specific eligibility requirements are met.

Western University Research Eligible Appointments

The following outlines the positions/appointments eligible to apply for and hold a Research Account:

- ***Full-Time University of Western Ontario Faculty Member, including Clinical Academics and Teaching Scholars, at one of the following Academic Ranks:***
 - Professor
 - Associate Professor
 - Assistant Professor
 - Lecturer
- ***Full-Time University of Western Ontario Librarians and Archivists with Academic Activity with a Continuing or Probationary Appointment at one of the following Ranks:***
 - Senior Academic Librarian
 - Associate Academic Librarian
 - Assistant Academic Librarian
 - General Academic Librarian
 - Senior Academic Archivist
 - Associate Academic Archivist
 - Assistant Academic Archivist
 - General Academic Archivist

- **Other (with approval from ORS)**
 - Academic Appointments under:
 - ***“Procedures for Adjunct Academic Appointments of Faculty* at The University of Western Ontario” (*excludes Physicians in the Faculty of Medicine & Dentistry) with an appropriate Faculty Appointment of:***
 - Adjunct Appointment at the rank of Professor
 - Adjunct Appointment at the rank of Associate Professor
 - Adjunct Appointment at the rank of Assistant Professor
 - Adjunct Appointment at the rank of Adjunct Research Professor – Independent Research Required
 - ***“Scientists Employed by Institutions Affiliated with UWO” (Faculty of Medicine & Dentistry) with an appropriate Faculty Appointment of:***
 - Sequential-Term Appointment at the rank of Associate Professor or Professor
 - Affiliated Limited-Term Appointment at the rank of Assistant Professor
 - Cross Appointment at the rank of Professor, Associate Professor or Assistant Professor.
 - Limited Duties Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that they are required to conduct independent research)
 - Sequential-Term Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that they are required to conduct independent research)
 - ***“Conditions of Appointment for Physicians (2018)” with an appropriate Faculty Appointment of:***
 - Limited Term Appointment at the rank of Assistant or Associate
 - Continuing Appointment at the rank of Associate or Professor
 - Limited Duties Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that they are required to conduct independent research)
- **Chairs, Directors or Deans**
 - May be the account holder in Department/ School or Faculty related research accounts, such as:
 - Salary grants
 - Overhead grants
- **Research Scientists**
 - With Job Description stating that they are required to conduct independent research

Others that may have access to and/or signing authority on an established Research Account:

- Post-Doctoral Fellows, Research Associates and Graduate Students
 - May have access to an established Research Account through a Chair or Dean's Account in their Department/Faculty. Eligibility for access is determined by the funding agency's guidelines with the written support of the Chair and/or Dean
 - May have access to an established Research Account if the funds are held by an eligible Faculty Supervisor, with the written approval of the Principal Investigator, Chair and/or Dean
- Full-Time Faculty from one of Western's Affiliated Hospitals or Colleges at the rank of Assistant Professor, Associate Professor or Professor with an appointment to Western, either through an academic department or the School of Graduate & Postdoctoral Studies
 - Eligibility for access is determined by the funding agency's guidelines with the written support of the Office of the Dean or equivalent from the Affiliated Hospital or College.
 - Funds will be disbursed from Western to the Affiliated Hospital or College upon receipt of a signed agreement stating the terms and conditions. The agreement, provided by ORS, will address the following types of items:
 - Hospital/College to provide an accounting of expenditures at the close of the project
 - Unspent funds are to be returned to Western at the close of the project
 - Should the awardee cease to hold an eligible academic appointment during the tenure of the award, the award will be canceled, and all remaining and recoverable funds will be returned to Western
 - NOTE: Available for selected Western Internal Grants Programs only

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