Request for funding release prior to ethics approval

Researchers may qualify for early release of funds to cover pre-research activities such as: travel, relocation, conference attendance, set up of lab or research space, purchase of research materials or supplies. Salaries and other expenses related to pre-research activities, such as literature review, planning, community consultation, engagement with research advisors, are also allowed, provided they are permitted by the granting agency. *Early release of funds may not be requested for activities that involve collecting research data from individuals in the role of research participants.*
CIHR, NSERC, SSHRC and UBC internal funding allow early release. For other funders, you may be asked to provide confirmation from the sponsor that they do not prohibit partial release of funds prior to human ethics approval.
[*For detailed instructions on completing this form*](https://researchethics.ubc.ca/node/1124).

Agency permits early release? **(1)** 🞏 Yes. 🞏 Permission letter attached, or 🞏 Guidelines website for funders other than CIHR, NSERC, SSHRC and UBC internal funding [Type here]

Principal Investigator listed on the funding application **(2)**: [Type here]

Department / Faculty:[Type here]

FAS # **(3)**: [Type here] ORS/UILO Awards Officer **(4)**: [Type here]

Funding Agency **(5)**: [Type here]

Project title **(6)**: [Type here]

Total amount of award **(7)**: $ [Type here] Amount requested for early release **(8)**: $[Type here]

Date when you will start using the funds being requested **(9)** mm/dd/yyyy: [Type here]

Date when you anticipate receiving human ethics **approval (10)** mm/dd/yyyy: [Type here]

Are you seeking a full year’s salary to meet HR requirements? **(11)** 🞏 Yes 🞏 No

Briefly explain why you are requesting early release of funds **(12)**:[Type here]

Provide an itemized list with $ amounts showing how the requested funds will be used **(13)**: [Type here]

**PI/Grant holder Signature (14)**: Date: [Type here]

Name of PI/Grant holder: [Type here]

*By signing above, I guarantee that no research involving humans will occur during the time period specified, and that I will submit a human ethics application and receive approval prior to engaging in any research activities involving humans. I further confirm my understanding that research involving humans includes research involving human biological materials, any research involving personal information, and living human participants.*

**In case of questions, person to be contacted (15)**:

Name: [Type here]

Email: [Type here] Phone: [Type here]

*Once the pre-release amount has been approved by the Office of Research Ethics, please direct all questions to your ORS/UILO Awards Officer.*

Approved on behalf of the Office of Research Ethics:

Signature: Date: [Type here]