



2. All transfers to continuous research accounts are subject to the approval of the Manager of Research and Special Purpose Funds, and, in the case of Adjunct or Professor Emeritus appointments, the approval of the Chair of the Department, Head and Dean, and the Vice President Research or designate.

or where the Principal Investigator has failed to make an application for the transfer of a Residual Research Balance within the time set out in section 1, the Residual Research Balance will be transferred to the Principal Investigator's Dean to be used at the discretion

where a continuous research account remains inactive for 18 months or more, the balance of the account will be transferred as follows: 60% to the Principal Investigator's Dean to be used in his or her discretion in the promotion of research within the Faculty, and 40% to Research Services to be used in the discretion of the Vice President Research to support research within the University.

**PROCEDURE:**

1. Following the End Date, Financial Services, with the assistance and cooperation of the Principal Investigator, will ensure that all outstanding financial obligations under the research grant or contract have been met and that all funds have been received.

2. If directed by the Sponsor under the terms and conditions of the research grant or contract, any unexpended funds will be returned to the Sponsor.

3. Where there is a Residual Research Balance and the Principal Investigator still maintains an academic appointment, the Principal Investigator will be asked to complete an application form (attached) for a continuous research account to be opened in their name.

4. Upon confirmation that all outstanding obligations under the research grant or contract have been met, the Manager of Research and Special Purpose Funds will approve the transfer. Where the Principal Investigator has an adjunct or Professor Emeritus

PROFESSOR

position, the Residual Research Balance will be deposited into the continuous research account. Once a Principal Investigator has

been approved for a continuous research account, an application will be submitted to the Manager of Research and Special Purpose Funds with their approval. The Principal Investigator will be asked to complete an application form (attached) for a continuous research account to be opened in their name. The application will be submitted to the Manager of Research and Special Purpose Funds with their approval. The Principal Investigator will be asked to complete an application form (attached) for a continuous research account to be opened in their name.

7. The research account will be closed.

8. If a continuous research account has been inactive for 12 months, the Manager of Research and Special Purpose Funds will provide notice to the Principal Investigator of the date that the funds will be transferred out of the account if the account continues to be inactive until that time.

9. Where a continuous research account remains inactive for 18 months or more, the Manager of Research and Special Purpose Funds will seek the opinion of the Dean and

Chairman of the Faculty