**Office of International Affairs**

**International Program Grant Application Approval Form**

* All faculty/staff apply to an international program grant are required to complete and attach this form when submitting a grant application and/or agreement to the Office of International Affairs (OIA). These are program grants (e.g., focus on international mobility, international development) and not research focused. For research grants, please consult with [ROADS](https://research.mcmaster.ca/research-office-for-administration-development-and-support-roads/).
* For the OIA to prepare institutional endorsement letters and/or submit the application to the funding agency on behalf of McMaster, the approval of the Dean (or their delegate is required).
* *The OIA does not review budgets or oversee operational funds (unless the project is led by the OIA). This is the responsibility of the applicant and their Faculty/unit.*

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| --- | --- | --- | --- | --- |
| 1. INVESTIGATOR INFORMATION | | | | |
| Name: | | | Rank: | |
| Department affiliation for this project: | | | Faculty affiliation for this project: | |
| Is this your primary Department and Faculty? ☐ Yes ☐ No | | | | |
| If no, please: | 1. Identify your primary Department and Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; 2. Ask the Chair and Dean of the Department and Faculty with which you are affiliated for this project to sign this form; and 3. Attach a second copy of this form signed by the Chair and Dean of your primary Department and Faculty. | | | |
| Telephone: | | | Email: | |
| Campus address: | | | | |
| Role in this project: ☐ Principal applicant ☐ Co-applicant ☐ Supervisor ☐ Other – please explain: | | | | |
| Other McMaster applicants - please indicate name, affiliation, and role in this project: | | | | |
|  | | | | |
| Is this a multi-institutional project?  ☐ No  ☐ Yes – please list other participating researchers and their institutions: | | | | |
| 1. SPONSOR INFORMATION | | | | |
| Primary Sponsor Name: | | | | |
| Sponsor is:  ☐ Government ☐ Non-Profit ☐ Industry ☐ Internal (McMaster) | | | | |
| Program name: | | | Application deadline: | |
| 1. PROJECT INFORMATION – Please attach proposal, including budget and budget justification, agreement or notice of award, if applicable. | | | | |
| Title: | | | | |
| This grant application is: ☐ New ☐ Resubmission ☐ Letter of Intent ☐ Renewal ☐ Other – please explain: | | | | |
| **BUDGET**  *The OIA will not review the budget nor oversee operational funds. We request this information here to help inform developing endorsement letters and/or agreements.*   * **Total Project Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ☐ CDN $ ☐ US $☐ Other: * **Funding period:** From To * **Total in-kind Contribution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * For projects which involve researchers from multiple Faculties, please include the name of each Faculty Dean or Associate Dean who has been involved in the discussion. *Note: the research team is responsible for ensuring that their respective Dean’s/Chairs are aware of the proposed project* | | | | |
| Will this project generate intellectual property (IP)? ☐ No ☐ Yes  If yes, who will own the IP?  ☐ McMaster ☐ Sponsor ☐ Joint Ownership ☐ Other or TBD-please explain:  N.B: In absence of an agreement with a project partner, [McMaster’s Joint IP Policy](https://secretariat.mcmaster.ca/app/uploads/Joint-Intellectual-Property.pdf) will apply to any IP arising from the project. | | | | |
| 1. INTERNATIONAL PARTNERSHIP | | | | |
| 1. Does the project involve collaboration with an international partner?   ☐ Yes ☐ No  If yes, proceed to the following questions | | | | |
| 1. Name the international partner(s) for this project (add as many as needed)   Name:  Website:  Country:  Name:  Website:  Country: | | | | |
| 1. Does this funding project require McMaster to have an agreement with the international partner institution(s)?   ☐ Yes ☐ No | | | | |
| 1. CONFLICT OF INTEREST | | | | |
| 1. Do you, your co-applicants or any member of the project team have any affiliation or a commercial or contractual interest with or in any of the Sponsor(s), suppliers or any other company associated with the project?   ☐ No ☐ Yes  Please ensure that your project is in accordance McMaster’s conflict of interest guidelines and policies: <https://secretariat.mcmaster.ca/app/uploads/Conflict-of-Interest-guidelines-Undergraduate-Studies-and-Graduate-Studies.pdf>, <https://secretariat.mcmaster.ca/app/uploads/2019/06/Statement-on-Conflict-of-Interest-in-Research.pdf>; and https://secretariat.mcmaster.ca/app/uploads/Conflict\_of\_Interest\_Policy.pdf | | | | |
| 1. SIGNATURES | | | | |
| Principal applicant signature certifies that:  • the information provided is accurate; and  • the project will be directed in compliance with McMaster University’s Policies, with the terms and conditions of McMaster’s agreement with the sponsor, and with all applicable laws and regulations. | | | | |
| Department Chair/Institute Director and Faculty Dean signature certifies that:   * the application and its budget have been carefully reviewed and approved as it is consistent with the objectives of the principal applicant’s academic department; and * this project will be led and managed by the applicant and their concerned Faculty, including operational accounts | | | | |
| I hereby authorize this grant submission and/or authorize the OIA to issue a letter of institutional support and/or submit the application on behalf of the applicant. | | | | |
| **Principal Applicant** | | **Department Chair/ Institute Director** | | **Dean** |
| Signature: | | Signature: | | Signature: |
| Name (print): | | Name (print): | | Name (print): |
| Date: | | Date: | | Date: |