

Faculty of Arts Guidelines for Approval of Interim Research Accounts (IRAs)

[Interim Research Accounts](#) can be solicited when access to an account for a confirmed grant or award is needed before all documentation surrounding the grant has been completed. **(In no circumstances, will an IRA be issued until all certifications have been secured)**

These are the steps to obtain an IRA:

1. Prior to requesting an IRA, the PI should discuss their requirements with the appropriate [pre-award contact](#) to ensure that is appropriate to incur costs in advance of full documentation.
2. The PI works with their dept Chair/admin manager to complete the [IRA Authorization Form \(PDF\)](#). Once all signatures have been obtained at the departmental & faculty level, the document is forwarded to OR for final review and setup.
3. All IRAs have to include an alternative source of funds to pay for the expenses in case the original sources of funding do not come through. Recommended funding sources are the PI's other grants, dept's donation funds if there are no eligibility issues, or Arts research support (via Arts Research Office).
4. Once the IRA form has been completed, forward to the Associate Dean of Research who will sign on behalf of the Dean.
5. If approved, signing authority on an IRA rest with the PI (and cannot be delegated)
6. The IRA will become a regular research account when full documentation has been secured.

Considerations in Making a Request: In soliciting the IRA, an explicit discussion of the risks and benefits of advancing the funds, whether the advance adheres to sponsor guidelines, and whether certifications (human, animal, biohazards, or early release) are required etc. IRAs for grants or awards associated wo international sponsors may not be approved.