

YELLOW - Areas to be completed with examples included

BLUE - Instructions

Include all requested documentation with the cover sheet (list found at end of this document).

# WATERLOO RESEARCH

## COVER SHEET FOR SPONSORED RESEARCH ACTIVITIES

PT Number	Date Received
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### 1. PROJECT INFORMATION

New Project <input checked="" type="checkbox"/>	If an extension of an Existing Project, state Project #:
Project Sponsor and if applicable, Program name: <b>CIHR</b>	
Title: <b>improving exercise classes in senior community living homes</b>	
Start Date (dd-mmm-yy): <b>29-12-2020</b>	End Date (dd-mmm-yy): <b>29-12-2021</b>
Principal Investigator (PI): <b>*AHS faculty members only*</b> Names of students or postdoc go after the PI's	
With which Department/School/Institute*/Centre* do you want your research account associated? *See additional signature in Section 6 and Include Org Unit if known.	
<b>kinesiology</b>	

### UW Co-Investigator(s) and Department of those who have agreed to participate (Attach additional page if needed):

1. <b>*faculty members only*</b>	5.
2.	6.
3.	7.
4.	8.

### Keywords (minimum 3):

**exercise, seniors, community living**

### 2. CERTIFICATIONS AND RISK DECLARATION: Indicate which of the following apply to the proposed activity.

Yes	No	This section applies to the entire project, including Co-Is
<input type="radio"/>	<input checked="" type="radio"/>	Live, Non-Human Vertebrate Animals & Animal Tissues (conducted on or off campus). <a href="#">ORE</a> certification is required before funds are released. If available, provide active AUPP#:
<input checked="" type="radio"/>	<input type="radio"/>	Human Participants, Human Tissue/Fluids, Observational Recording and Secondary Data not in public domain (conducted on or off campus). <a href="#">ORE</a> certification is required before funds are released. If available, provide active ORE#
<input type="radio"/>	<input checked="" type="radio"/>	Conflict of interest involving human participants. If there is a real, perceived or potential conflict of interest complete <a href="#">Researcher Declaration - Conflict of Interest Disclosure Form</a>
<input type="radio"/>	<input checked="" type="radio"/>	Is this an industry sponsored clinical trial?
<input type="radio"/>	<input checked="" type="radio"/>	Conflict of interest (real or potential) involving any of the investigators or external organisations involved in this proposal [See <a href="#">Policy 69</a> ]. Obtain approval from Chair/Director per Policy. Once approved, notify <a href="#">Office of Research</a> .
<input type="radio"/>	<input checked="" type="radio"/>	Controlled goods and information. See: <a href="#">Controlled Goods Program (CGP)</a> . Contact <a href="mailto:ResearchOffice@uwaterloo.ca">ResearchOffice@uwaterloo.ca</a> .
<input type="radio"/>	<input checked="" type="radio"/>	Restricted information (e.g. personal (health) information or information covered under an NDA). [See <a href="#">IST</a> regarding <a href="#">Policy 46</a> ].
<input type="radio"/>	<input checked="" type="radio"/>	Consulting/Fee-for-Service payment to Investigator(s). [See <a href="#">Policy 17</a> ]
<input type="radio"/>	<input checked="" type="radio"/>	Any other known risk associated with this activity? (e.g. environmental impact) If yes, attach details.
<input type="radio"/>	<input checked="" type="radio"/>	Biohazardous Agents. Contact <a href="#">Safety Office</a> to obtain permit, where applicable.
<input type="radio"/>	<input checked="" type="radio"/>	Radioactive Materials (including equipment containing radioisotopes). Contact <a href="#">Safety Office</a> to obtain permit.
<input type="radio"/>	<input checked="" type="radio"/>	Field Work in Canada or abroad. <a href="#">Complete Field Work Risk Management form</a> on Safety Office site, and secure approval from Chair/Director. Once approved, notify the Office of Research.
<input type="radio"/>	<input checked="" type="radio"/>	Teaching release, <b>if chair / director approves, get their initials here and provide supporting documents</b>
<input type="radio"/>	<input checked="" type="radio"/>	Additional space, resources, renovations, upgrades, computer equipment or construction. Discuss with Chair/Director. <b>if chair / director approves, get their initials here and provide supporting documents</b>
<input type="radio"/>	<input checked="" type="radio"/>	Financial viability of project is dependent on any other source of funding. If yes, discuss financial risk with Chair/Director.

### 3. COLLABORATIONS

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If matching funds are required, have they been or are you planning to leverage them elsewhere? Describe: <b>Industry partner</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If successful, will you send any of the funds to another institution? List institution(s): <b>Wilfrid Laurier University</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project led by another institution? Lead institution: <b>University of Toronto</b>

### 4. TOTAL PROJECT BUDGET (If UW is not the lead institution, only include funds coming to UW)

Cash (excluding overhead)		Overhead on cash	In-Kind	Total (cash + overhead + in-kind)
Cash amount only		Overhead amount only	In-kind amount only	Exact sum of 3 previous items
Yes	No	Have you included the maximum overhead (indirect costs) allowed by the sponsor? (In the case of industry sponsors the percentage overhead is 30% on Total Direct Costs) If not, please explain below or attach additional page as necessary.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	See standard overhead rates. For Tri-Agency grants, check yes and indicate zero as the amount of overhead.		
Special Overhead splits - provide details:				

### 5. WATERLOO SIGNATURES

I certify that the information above is accurate and complete to the best of my knowledge. I confirm that:

- I understand and will abide by the terms and conditions of the agreement/sponsor guidelines;
- I understand all applications, contracts, and grant agreements must be signed off by the appropriate university authority, per [Procedures 1A](#) and [10](#);
- I understand that environmental impact statements/assessments may be required by sponsor/government and it is my responsibility to comply with these requirements and obtain certifications;
- I understand that should there be a change in criteria in section 2 during the life of the activity, it is my responsibility to notify the Office of Research;
- I will follow applicable University policies: [Policy 46](#) (Information Management); [Policy 17](#) (Quotations and Tenders); [Policy 33](#) (Ethical behaviour); [Policy 69](#) (Conflict of Interest); and [Policy 73](#) (Intellectual Property Rights);
- Per the [Deficit Resolution Procedure](#), I will provide another account to cover any deficit arising from this project;
- If installation of major equipment or renovation of existing space is involved, approvals for the space have been secured in the Department / School / Faculty and that arrangements have been made to cover the installation and/or renovation and/or future operating costs; and
- By signing this document, the principal investigator delegates signing authority to his/her Chair or Director for the account(s) associated with this activity.

Print Name	Date	Signature
Waterloo Principal Investigator		
First – PI printed name - AHS faculty members only	Date	PI signature

\*This coversheet will be shared with all co-applicants/their chairs/directors and deans

### 6. ACKNOWLEDGEMENT AND APPROVAL FROM ADMINISTRATION

Print Name	Date	Signature
Department Chair/School Director		
Second – Department head or designate printed name*	Date	Department head or designate's signature*
Faculty Dean		
Third - Dean or designate printed name	Date	Dean or designate's signature

If Section 1 indicates this project is associated with a Centre/Institute, the Director's signature is also required

Centre/Institute Director

\* Chairs / directors or deans who are the PI sign as the PI and their designate signs as chair / director or dean.

### OFFICE OF RESEARCH SIGNING AUTHORITY

The University of  
Waterloo  
Office of Res

#### 5 business days prior to the deadline

Submit cover sheets and supporting information (below) to your department administrator:

- Short description of the project /research agreement, contract, or award (drafts are acceptable)
- Short explanation of your role as researcher
- Clear budget that matches the cover sheet (drafts are acceptable if no substantive changes are anticipated)
- Supporting emails, memos or letters with details of the requests and decisions on:
  - teaching release requests (section 2)
  - additional space, equipment or renovations (section 2)
  - cash /in-kind commitments from your academic unit, AHS, UWaterloo or sponsors (section 4)
  - rare exceptions to the UWaterloo standard overhead rate (section 4)

October 2016