Faculty of Mathematics Requirements for the Electronic Cover Sheet (ECS)

With the implementation of the new Office of Research ECS system, the Faculty of Mathematics has revised its requirements for submitting coversheets. For AD-RI approval and signature for your application, submit the completed cover sheet to your department chair, including **supporting documents**:

1. The full grant application (near final draft is fine), contract/agreement, or award, including the budget, if applicable. [Mandatory]
2. Emails, memos, or letters as required, detailing:
   a. Deviations from **standard overhead rates** (Funding section, question #2)
   b. Cash or in-kind commitments from your academic unit, the Faculty, and UW (Funding section, question #4)
   c. Teaching release arrangements (Risks section, question #14)
   d. Additional space, equipment, or renovations (Risks section, question #15)

Common Errors to Avoid

The OR ECS system does not permit MRO staff to edit or amend your cover sheet, so we will have to return it to you if there are any errors. These are a few that we see often:

Overhead:
- When declaring a lower than standard overhead rate, provide an explanation in the comment box provided (Funding section, question #2) **and** attach confirmation from your department chair that they approve the overhead reduction.

Industry cash:
- If there are multiple sponsors on your application, each must appear on a **separate line** in the budget. This allows for correct calculation of overhead on industry cash.

> Note: For Tri-Agency applications, please designate NSERC, SSHRC, or CIHR as the Primary sponsor. Click "Add Matching" to add a new row for each partner. Put the total cash, excluding overhead, for each partner in the "cash" column. Add overhead to the "overhead" column.

Sponsor/Program	Cash (excluding overhead)	Overhead (OH) on Cash	OH %	In-Kind	Total (cash + overhead + in-kind)	Currency
Primary	200,000				**200,000**	CAD($)
Company A	100,000	30,000	30	200,000	**330,000**	CAD($)
Company B	100,000	30,000	30		**130,000**	CAD($)
Total	400,000	60,000		200,000	**660,000**	CAD ($)