Notice of Internal Award

To be completed by the Department or Faculty awarding the funds.
For expedited account set up of internal awards, the following information
must be received by RD&S at **rwrecords@uwo.ca**.

***Please use one form per award**.

1. ROLA ID (if started) :   00000
   a. If not started, who will create it?
      Identify who will create this ROLA proposal from a choice of three options

2. Project Title:
   What are the funds being used for? (What was the title in the application or what was the project name?)

3. Principal Investigator:
   Who is the faculty member (must be eligible to hold a research grant at Western) who will hold the award?

4. Student:
   If this funding is intended to be for a student, add their full name here.

5. Sponsor:
   This is usually your department or faculty

6. Program:
   The program or competition run by your department or faculty, or start-up or discretionary funding

7. Source of Funds (chartfield or speed code):
   The chartfield or speed code for the account from which these funds will be drawn.

8. Please identify if the:

   Funds to return to funding source at end date of award
   PI has access to funds until fully spent

   Confirms to Research Finance whether these funds will be returned to the department or faculty's account after the award end date, or if the PI will continue to access the funds beyond the end date of the award.

Research Development & Services is unable to activate awards before the
appointment start date for faculty members.

9. Award Amount:
    Total funding for this award.

10. Funding to be divided over funding periods:
    If the funding is to be divided over the funded period, please confirm and add the relevant detail in section 14.

11. Start Date:
    The award start date must be the first day of the month. (Format: mm/dd/yy)

12. End Date:
    The award end date must be the last day of the month. (Format: mm/dd/yy)

13. Certification Required? *(Research involving animals, biological materials and humans)*
    This is a required field as it satisfies our certification compliance *mandate. Will the researcher be using these funds to support research activities involving the following activities?*

    The PI **must** confirm to you that these funds will be supporting the following research activity:

    | Animal | Biological Agents | Humans | N/A |

14. Additional Funding Information:
    Add the division of funding description, or if there will be the potential for future funding.

15. Comments:
    Provide any relevant animal, biohazard or human certification protocol numbers, if known. Any additional relevant detail about the award can be added here.

16. Contact Person:
    Who would we contact at the department or faculty level if there were questions about the funding details?

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