

Research Fund-holder Agreement

I, _____ (researcher), acknowledge by this Agreement, that I have read and agree to respect the **Official University Policies of the Office of the Vice President, Finance; specifically CFO-1 to CFO-21 inclusive.**

<https://www.concordia.ca/about/policies.html>

I agree to follow those policies and procedures in respect to spending on my research fund[s].

I accept **full responsibility for all expenses that I have authorized to be charged to my research fund[s].**

I agree to **follow all regulations found in the award guidelines provided by the granting agency that sponsors me and/or to abide by any contractual agreement** supporting my research activities. I will only authorize expenses that are allowable by the guidelines and/or the agreements.

I relieve the University of any financial responsibility with respect to reimbursements for non-allowable expenses that my signing delegate or I could have authorized.

I agree to charge the **appropriate expenses to the correct fund(s) at source**, as no transfers are permitted unless an error has occurred. In that case, the transfer must be supported with a written explanation.

If my fund(s) should be in a deficit position, the present **deficit policy CFO-6 is applicable.** I recognize that I am solely responsible for the deficit in my research account and that my research activities may be affected until such time that I have presented an acceptable proposal to the Dean on how to rectify the situation.

Researcher / Department

Date

**Please sign and return to Research Funds
Financial Services, S-GM-720
For questions regarding this document, please call ext. 4924**