

## Letter of Agreement for the Transfer of Funds to a Secondary Institution

Researchers	
Primary Institution:	University of Windsor
Principal Investigator:	
Project Title:	
Collaborating Institution "Collaborator":	
Co-Investigator:	
Collaboration Period	
Term Start Date:	
Term End Date:	

Budget			
Year	Amount	Year 1 Budget	
		Category	Amount
1			
2*			
3*			
4*			
5*			
<b>Total</b>		<b>Total</b>	

Funding Information	
Sponsoring Agency:	
Sponsor Reference #:	
University of Windsor Account #:	

Certification Requirements					
No certification/clearance conditions identified					
Animal Care	Research Ethics	Biological	Controlled Goods	Environmental Impact	

\*All subsequent installments are subject to the availability of funds, acceptance of the financial statements provided to the University of Windsor, and approval by the Principle Investigator.

### Conditions of Transfer:

The researchers listed above, from our respective institutions, have proposed a research collaboration on the above referenced research project, which is funded by the University of Windsor.

The University of Windsor will transfer funds to your institution to facilitate this research collaboration, provided that the following conditions are met during the period of the collaboration:

- Assurances:** The Collaborator's signature of this Agreement constitutes certification that the Recipient has formulated, enacted, and is enforcing all applicable policies, procedures, and assurances as required by the

Sponsor (i.e. "Memorandum of Understanding on the Roles and responsibilities in the Management of Federal Grants and Award), including those related to ethics, animal and/or biohazard certifications that are listed above; furthermore, funds are not to release any funds until all such requirements are met. The Collaborator must ensure that all certificates are approved and in order at all times during the period of the Transfer Agreement.

- 2. **Allocation:** The University of Windsor will make Funds available to the Collaborator to facilitate collaboration by the parties on the Project during the Term, to the maximum set out above which shall not be exceeded with the University of Windsor's prior written consent.
  
- 3. **Personnel:** In the performance of any work hereunder, the Collaborator shall be an independent contractor and is not an employee or agent of the University of Windsor. The Co-investigator shall be responsible for the work to be performed at the Collaborator and shall not be replaced without the University of Windsor's prior written approval.
  
- 4. **Additional Terms:** All expenses incurred must be allowable under the sponsor's funding guidelines (for more information, please see: Tri-Council MOU ; Appendix 1 -  Attached;  Sponsor Website;  Other: \_\_\_\_\_
  
- 5. **Reports:** The Collaborator shall make the following reports to the University of Windsor (check all applicable);

A financial statement of account (SOA) shall be submitted:

Monthly      Quarterly      Annually;

Invoices not more than monthly;

Progress reports, per attachment (if applicable).

These reports should be provided to: University of Windsor Research Finance

Attention: \_\_\_\_\_

401 Sunset Avenue

Windsor, ON N9H 2M5

F: 519.561.1419

E: \_\_\_\_\_

Form of Financial Report / Invoice shall be as per Tri-Council Form 300 or similar. The financial statement is to be signed by the Collaborators financial officer and researcher to whom the funds were made available.

- 6. **Equipment:** Funds may be used to purchase equipment only if specifically identified within the budget (see above). The Collaborator shall own any such equipment.

- 7. Termination:** If the co-investigator's employment terminates with your institution, this Transfer Agreement will terminate, and unspent funds will be returned to the University of Windsor as of the date of termination.
- 8. Interpretation:** This Agreement shall be interpreted under and governed by the laws of the Province of Ontario, Canada
- 9. Modifications and Notices:** This agreement, together with its attachments, is the entire agreement of the parties with respect to its subject matter and no change or modification will be valid unless it is in writing and signed by authorized officers of the parties. All notices hereunder shall be given in writing to the parties' respective Administrative Contacts set out above. Any request for a no-cost extension must be received by the University of Windsor's contact at least thirty (30) days before the end of the Term.

**Financial Information<sup>1</sup>:**

1. The University of Windsor shall make payments to the Collaborator as follows (check one):

**Option 1:** University of Windsor will issue the first payment upon receipt of a countersigned copy of this Agreement. Subsequent payments will be made in accordance with the payment schedule attached (if applicable) and are contingent upon:

- a. University of Windsor's receipt of a statement of expenditures in respect to the Funds with the budget stated within this agreement;
- b. The Principal Investigator's receipt of any progress reports, as stated within this agreement.

Unspent funds at the end of the sub-grant period can be carried over to the next sub-grant period with the written approval of the Principle Investigator. The Collaborator's Budget, Collaborator's Statement of Work, and Reporting Schedule will be amended on an annual basis.

The Recipient shall return all Funds remaining unspent within thirty (30) days of termination of this Agreement.

**Option 2:** Subject to the maximum Funds specified in the Agreement, the Collaborator shall submit invoices for its expenses incurred on account of work under the Project not more than monthly to the attention of the Principle Investigator.

The Recipient shall submit its final invoice within thirty (30) days of termination of this Agreement. Each invoice shall include all costs incurred during the preceding periods, together with sufficient detail and such supporting documents as may be reasonably requested by the University of Windsor.

Payment of invoices shall be made upon the approval of the Principle Investigator, in accordance with the policies and procedures of the University of Windsor, and is further contingent upon the Principle Investigator's receipt of any progress reports as requested.

2. The University of Windsor **only** provides funding to eligible institutions electronically; therefore, we require the following to facilitate payment:

Budget	
Bank Transit Number:	5 digits
Bank Account Number:	
Bank or Financial Institution:	
Bank Institution Number:	3 digits
Account Type:	Chequing      Savings
Account Currency:	Canadian Dollars Only
Branch Address:	
Payment Notification E-Mail Address:	

3. **Form of Report:** All financial reports or invoices required hereunder shall be in the form prescribed within this agreement and shall be certified in writing as correct by the Collaborator's authorized financial officer and the Co-Investigator.
4. **Policies:** All funds spent in performance of the Project are subject to the policies of the Agency. However, the institutional policies of the Collaborator for travel, travel reimbursement, salary and fringe benefits shall prevail when funds are expended under this agreement.
5. **Records:** The Collaborator shall maintain appropriate accounting and certification records according to general accepted accounting practices for costs claimed and incurred in the performance of the Agreement for seven (7) years after the date of termination of this Agreement. During such period, the Recipient shall also make such records available, upon request, to authorized University of Windsor or Agency personnel for audit purposes.

If you concur with this Transfer of Funds Agreement, please sign below and return it to the University of Windsor to facilitate the flow of funds. Funding will be sent by electronic funds transfer (EFT) and notification sent to the email address indicated above.

For the University of Windsor:

Agreed and accepted by Collaborator:

Manager  
Research Finance  
University of Windsor

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

cc: University of Windsor Researcher: \_\_\_\_\_

<sup>1</sup> - The information collected for Vendor Direct Deposit is collected under the authority of the University of Windsor Act and is collected for the purpose of providing direct deposit of funds for payment of invoices. Information provided to the Finance Department for Vendor Direct Deposit will be used only for that purpose and will be accessed only by persons so authorized. If you have any questions about the collection of the information on this form, please direct your questions to the University of Windsor's Research Finance Manager - (519) 253-3000 ext 2127.