

ANNUAL RESEARCH ACCOUNTABILITY REPORT  
Completed each Fiscal Year End upon Request

Western University continues to strengthen its accountability framework. As stewards of public funds we have a responsibility to ensure that research funds are utilized effectively and in accordance with the policies and guidelines of the sponsors and of the university. To assist in highlighting the most important areas and to ensure awareness on the part of those with research responsibilities, the annual research accountability report provides a reminder and evidence of our commitment to sound financial management.

The pertinent policies and guidelines account holders and researchers should be aware of include, but are not limited to:

This report is intended to provide assurance that the responsibilities of Account Holders / Researchers, as they relate to the management of research funds, are being fulfilled. The report responses will be reviewed and used to evaluate our current practices and to identify where additional support and/or education may be needed.

The report is completed annually and is electronically distributed to each Account Holder / Researcher. The following is a list of statements contained in the report:

RESEARCH
I have ensured written authorization is documented for all expenditures charged to my research projects or where applicable, provided written delegation of signing authority.
I have ensured that individuals with delegated signing authority on my research projects understand and comply with University and sponsor requirements.
I have used the award only for the designated purposes for which the award was made.
I have ensured that all expenditures comply with University and funding agency policies, procedures and guidelines.
I have ensured that sufficient funds are available to cover all expenditures