The CBU REB will now accept formal requests for early release of partial funding for projects that require REB approval.

The [Tri-Council Agreement on the Administration of Agency Grants and Awards by Research Institutions](https://mycbu-my.sharepoint.com/personal/zuzana_istvankova_cbu_ca/Documents/CBU%20ORGS-Zuzana-2016-2022/Zuzana-ORGS-January2022/0-1-ORGS-RESEARCH%20ADMINISTRATION/ORGS-AgencyRegistrationForms/Agreement%20on%20the%20Administration%20of%20Agency%20Grants%20and%20Awards%20by%20Research%20Institutions-Cape%20Breton-2018.pdf#search=agreement%20on%20administration%20of%20agency%20grants) states that the University must “ensure, through the use of financial or other controls, that the institution’s research ethics board (“REB”), or an REB designated by the institution has approved the research project before research activities involving humans are carried out. Where appropriate controls are in place, all Grant funds may be released prior to (or pending) REB approval” (Section 4.3.d.).

What follows is CBU’s institutional process for release of partial grant funds prior to or pending REB approval(s) for activities undertaken. Funds will be released only for activities that can be undertaken before human participants are involved.

1. The Principal Investigator (PI) must submit a Request for Early Release of Funds Form (available on the CBU Office of Research and Graduate Studies webpage) to the CBU Research Ethics Board ([ethics@cbu.ca](mailto:ethics@cbu.ca)). This form requires:

* A description of activities to be undertaken prior to REB approval along with a budget and justification for these costs.
* The researcher’s signature to confirm that funds will be spent only on activities that do not involve human participants, and that no research involving human participants will begin until REB approval is in place.

2. The Associate Dean-Research will approve the request and advise the Finance to open a research project account for early release of funds.

3. The REB Coordinator will return the signed Release of Funds Agreement to the Principal Investigator.

4. The Finance Office will inform the Principal Investigator when the project account has been opened. **Expenses cannot be reimbursed retroactively and therefore cannot be incurred until the project account is opened.**

5. As with all research project expenditures, requests for reimbursement must be approved by Associate Dean of Research and the Finance Office.