



# Public Engagement Accelerator Fund Approvals Form

## Faculty, Department/Unit, and/or Supervisor Approvals

Eligible Applicant	Required Approval Signatures
Faculty member, postdoc, or academic staff member	Department head and dean
Administrative staff member	Administrative director or department head
Student	Academic supervisor, department head (or director for Interdisciplinary PhD students only), and dean

**Principal applicant:**  
**Project Title:**

### Applicant Terms and Conditions:

- Upon receiving a notification of award, recipients must complete and return a signed acknowledgment form (Terms of Award) to the Office of Public Engagement indicating their decision to accept the funding. Acceptance of the award requires agreement with the fund's terms and conditions.
- A non-research project account must be established in the department of the applicant.
- The first installment of project funds will be released upon the receipt of a signed Terms of Award form and Yaffle summary.
- Successful applicants must agree to submit a brief final report on the project/event within 30 days of completion using the reporting template, Survey Apply.
- The Office of Public Engagement reserves the right to publish all, or part, of the application, project report, and/or include information from the application or reports in other publications, website and through other media channels.
- Successful applicants must agree to notify the Office of Public Engagement in the event of substantive changes to the funded project. Failure to complete the project per original proposal may result in the termination of award funding.
- Successful applicants must agree to return any unspent funds.
- Projects, events or activities must be completed within the timeframe as indicated in the application and within the overall fund's terms. Projects are granted one year from date of award to complete all project activities and deliverables.
- Successful applicants will take the necessary steps to advertise and promote their event/initiative to encourage broad participation (where applicable) and engagement.
- Recipients must enter the project information into Yaffle, and provide a brief Yaffle summary at project completion.
- Recipients must accept that project funds will be allocated in two installments. Seventy per cent of the funding will be released upon the receipt of a signed Terms of Award form; the remaining 30 per cent (the holdback) will be released on completion of final project deliverables (Final Report and Yaffle Lay Summary).

## Approval Signatures

### Department Head (where applicable)

By signing below it is agreed that (please check boxes)

- I have reviewed this application and support the project as proposed.
- If the application is funded, the indicated department agrees to administer the award on behalf of the Principal Applicant.

Name:

Department:

Date:

Signature:

### Dean, Director or Designate (where applicable)

By signing below it is agreed that (please check boxes)

- I have reviewed this application and support the project as proposed.
- If the application is funded, the indicated department/faculty/school/unit agrees to administer the award on behalf of the Principal Applicant.

Name:

Faculty/Unit:

Date:

Signature:

### Student's Academic Supervisor (where applicable)

By signing below it is agreed that (please check boxes)

- I have reviewed this application and agree to supervise the project as proposed.
- If the application is funded, the indicated department/faculty/school/unit agrees to administer the award on behalf of the Principal Applicant.

Name:

Faculty:

Department

Date:

Signature:

#### *Access to Information and Protection of Privacy*

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to Memorial University's Accelerator Fund. If you have questions about the collection and use of this information, please contact the Office of Public Engagement.