Opening a New Research Account

Fund 301 (Tri-Agency, CFI, CRC, NCE)

- Notice of an account set up will be sent from the Research Services Office to the Researcher and Department Administrator.
- Please complete the Fund 301 Delegation of Signing Authority Form [1] (login is required to access this form- form will download upon login) and return to Research Financial Services.
- Upon receipt of the notice of account set up and the Fund 301 Delegation of Signing Authority Form, Research Financial Services will activate the account in the financial system.

General Purpose Research Account

- If you require a General Purpose research account to be set up, please email a request to the respective Financial Officer for your department and to rfsacctsetup@uoguelph.ca [2]. Before doing so, please consult the following Guidelines Document. https://www.uoguelph.ca/research/alerts/content/general-purpose-research-accounts-guideline-and-procedures [3]

Other

- Notice of an account set up will be sent from the Research Services Office to the Researcher and Department Administrator.
- Upon receipt of the notice of account, Research Financial Services will activate the account in the financial system. Please note this may take up to 48 hours to activate in the finance system.

Early Account set up

- If you require an account to be set up early, please complete the Early Account Set Up Request Form [4].

Source URL:https://www.uoguelph.ca/finance/departments-services/research-financial-services/opening-new-research-account

Links
[1] https://www.uoguelph.ca/finance/system/files/UofG%20-%20Fund%20301%20Delegate%20Authority%20Form%20-%20Fillable%20Secure%20-%20Mar%202016.pdf [2] mailto:rfsacctsetup@uoguelph.ca [3] https://www.uoguelph.ca/research/alerts/content/general-purpose-research-accounts-guideline-and-procedures [4] https://www.uoguelph.ca/finance/system/files/Early%20Account%20Set-Up%20Request%20Form.pdf