**Tip sheet #1: Pre-release of research funds**

*You are a researcher seeking to have your research funds pre-released. Is it possible to access these funds in advance? – Yes. Here’s how:*

**Access to research funds**

Pre-release of research funds can be granted for those projects where research activities involving human participants (and/or animals and/or biological agents) do not occur until a later research phase.

**Application process**

If you need immediate access to your research funds – to hire associates, set up your lab, purchase equipment, etc. – and you’re not conducting any research activities involving humans/animals/biological agents for at least six months, then do the following four steps:

1. Complete the [**Pre-Release of Research Funds Application Form**](https://yulink-new.yorku.ca/documents/20182/1241100/Pre-release+of+research+funds+application+form/85b623de-7996-49a0-8d76-393a0cce28f3)
2. Submit the form to the Office of Research Ethics (ORE):

**In person: ORE Offices at 309 York Lanes**

**or**

**Via email to:** [**ore@yorku.ca**](mailto:ore@yorku.ca)

1. Receive notification from ORE that your application has been approved (generally within five business days)
2. Obtain access to research funds.

**Application review and notification**

The review of pre-release applications takes on average five business days.

Once the application has been approved, ORE will notify both the Principal Investigator(s) and Research Accounting that the request for pre-release has been approved and the portion of your research funds you requested can be released.

**Ethics approval requirements**

Please remember that pre-release is granted subject to the necessary ethics certification being obtained **prior** to the commencement of any research activities involving human participants (and/ or animals and/or biological agents).

Additionally, researchers must submit the relevant ethics protocol(s) for review and approval prior to undertaking any research activities involving humans/animals and/or biological agents.

For information on the ethics protocol submission and review process, please click on the following link: <http://research.info.yorku.ca/ore/human-participants/>