Change Funding on Animal Study

This guidance will outline how to change, add, or delete a funding source listed on an approved Animal Study application. After an application is approved, changes related to the funding of the study must be done through the “Change Funding” function found under “My Activities” and not via an amendment.

Procedure:

1. Open the study application that requires a change of funding information.

2. Under “My Activities”, click “Change Funding”. 
3. You will be shown a list of funding information for your study, as shown below.
   To edit an existing funding, click on the hyperlinked “Project ID” and edit the details.
   To add new funding click the + Add button and enter the details.

4. To remove a source of funding from your approved ethics application, click the “X” button to the right of the funding source you wish to delete. A confirmation box will pop up – click OK.
5. When adding a new Funding Agency, start typing the name of the agency and the system will search and display a list of agencies for your selection.

6. The application history should reflect that the Change Funding activity has been completed. You can also check Sections 1.3 and 1.4 in “View Study”.
If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.