Change Funding on Human Study

This guidance will outline how to change, add, or delete a funding source listed on an approved Human 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”.

![Image of the Change Funding function on a study application interface]
3. You can now revise the details related to the funding associated with your study, for example:

- Change from unfunded to funded.
- Add a new type of funding.
- Indicate which office administers your funding.
- Add or delete a funding source.
- Link a RES number to your approved study.
4. To link a new source of funding with your approved ethics application, click the **Add** button. To edit an existing funding, click the “Update” button next to the funding to be revised.

5. Fill in the relevant information related to this funding (ie. RES#, Title of Funding Application, etc).

6. Click “OK” to update the form with what you have entered.

7. 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.
8. Click “OK” to the following pop up message:

9. Once you have entered all the updates, click “OK” at the bottom of the form to submit the Change Funding request.
10. The application history should reflect that the Change Funding activity has been completed.

11. 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.