Dear Colleagues,

As part of the University’s continued efforts to raise awareness of the regulatory framework that applies to members of the McGill community, the University is launching an initiative to promote a clear understanding of the rights and responsibilities applicable to members of the community with financial accountability.

In order to ensure the responsible conduct of the University’s financial functions and operations, the University will be implementing an annual declaration process for all members of the McGill community assuming financial functions.

More specifically, at the beginning of each fiscal year, all Banner/Minerva FIS Users will be required to confirm their understanding of and adherence to all policies supporting transactions regularly required for financial operations, including those linked to financial fund management, the administration of research funds, procurement, reimbursements of travel and other expenses, among others.

Consequently, you will receive, on June 1st, an email requesting that you complete the annual declaration of financial compliance. We ask that you complete it by Thursday, June 30th. Please note that failure to complete the annual declaration will result in your access to Banner/Minerva FIS being suspended.

Thank you for your collaboration.