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MEMORANDUM

Date: Tuesday, December 18, 2018

TO: McGill researchers
Deans and Associate Deans, Research
Department Chairs, School Directors
Administrative staff

FROM: Dr. Martha Crago, VP Research and Innovation
Dr. Yves Beauchamp, VP Administration and Finance

CC: Dr. Suzanne Fortier, Principal and Vice-Chancellor
Dr. Christopher Manfredi, Provost and Vice-Principal (Academic)

RE: **Research Administration Roles and Responsibilities**

Dear Colleagues,

We invite you to take a few moments to review attached revised McGill's <u>Research Administration Roles and Responsibilities</u>, last updated in 2015. This document outlines the key roles and responsibilities of researchers, Departments, Schools, Faculties and central administration in the effective management of research funds.

We also take this opportunity to remind you of the importance of these roles and responsibilities in the safeguarding and sound management of public funds entrusted to the University. This message also serves as a reminder of the University resources available to you to assist you in fulfilling your obligations, in accordance with internal and external policy, and keeping in mind the best interests of the University.

We thank you for your ongoing support in the collective effort required to promote and ensure the highest standards of compliance with both sponsor and institutional policies and procedures.