FAST MyResearch How-To Sheets

5. How do I find important information about a Fund?

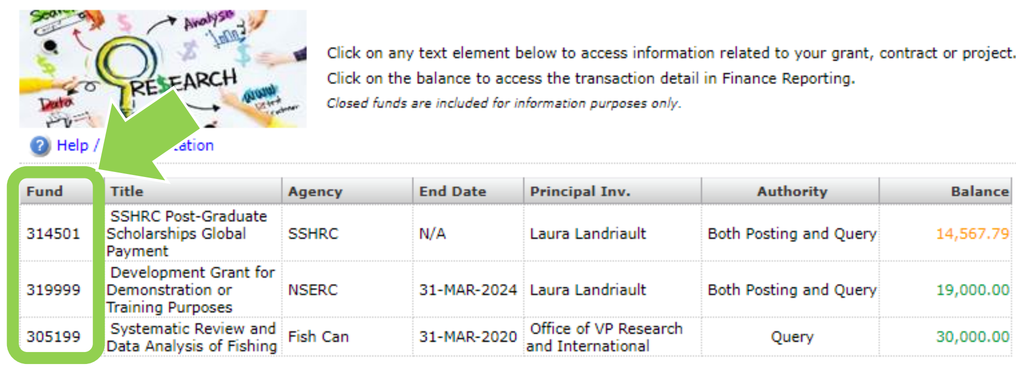
This how-to sheet outlines the steps required to:

- Find important information about a particular Fund.

December 2019

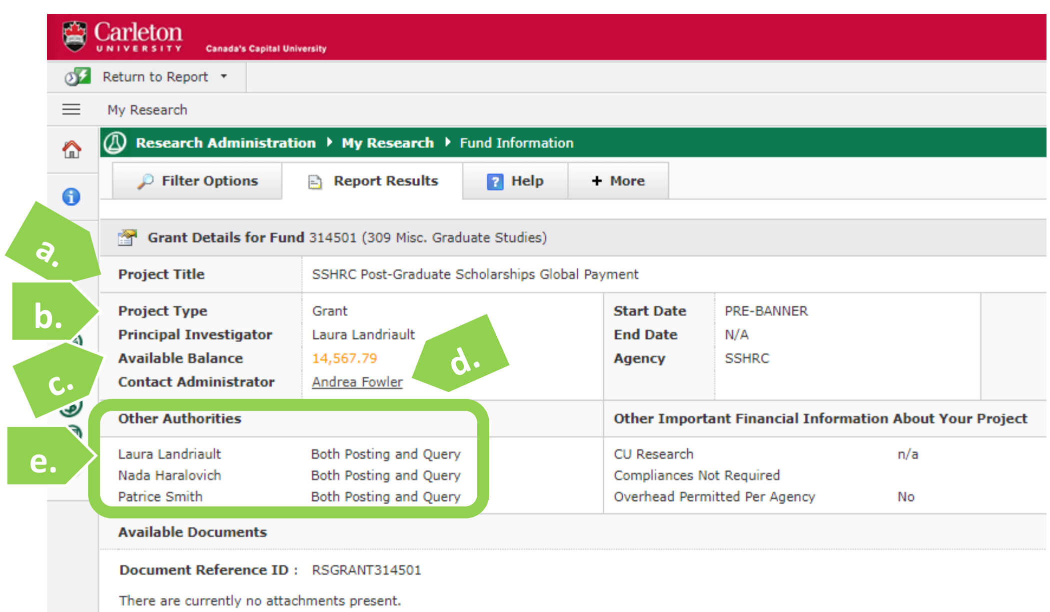
STEPS

1. From the MyResearch landing page, click on any Fund number listed.



2a. The page that opens contains the following information for the Fund number chosen:

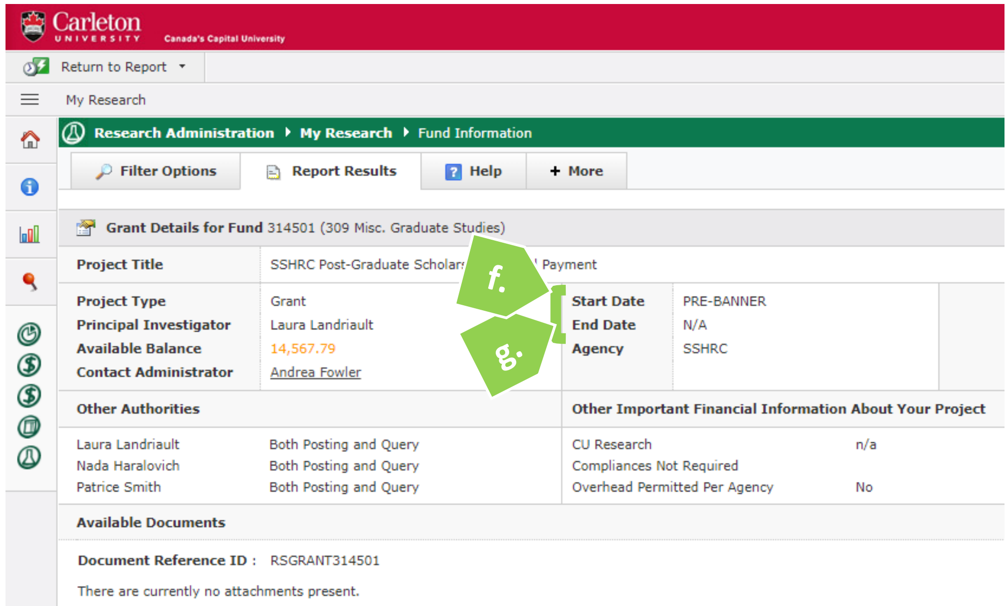
a. project title
b. project type
c. available balance
d. contact administrator (i.e. Research Financial Services' Financial Administrator)
e. other authorities (i.e. people who have financial authority on the Fund)



2b. The page that opens contains the following information for the Fund number chosen, continued …

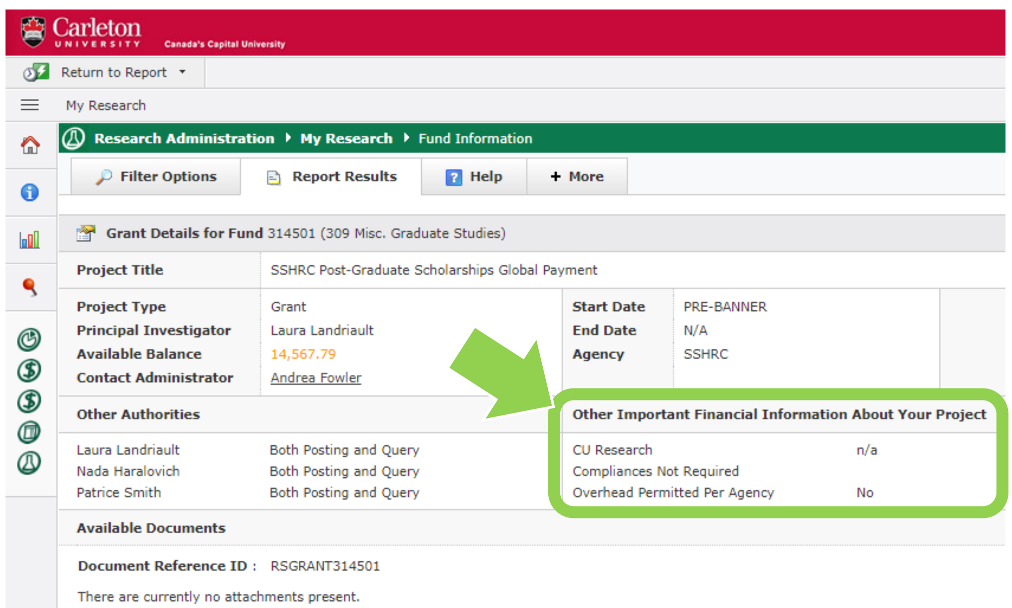
f. start date & end date (i.e. of the Fund)

g. agency (i.e. who provided the funds)



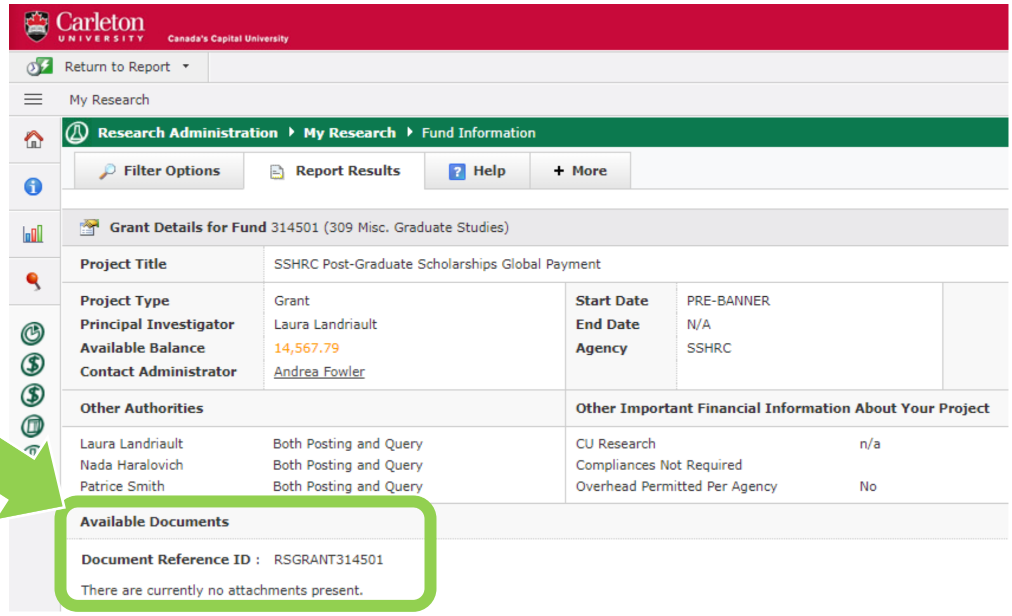
3. The 'Other Important Financial Information About Your Project' section may list items such as:

- CU reference number (i.e. the reference number given to your project by OVPRI)
- the year of funding (e.g. year 1 of 5)
- any spending restrictions
- overhead details
- reporting frequency
- invoicing frequency



4. Any documents associated with a Fund may be found in the ‘Available Documents’ section.

   Documents are commonly attached by Research Financial Services (e.g. contract, notice of award, budgets).



What next?

- Visit the [FACTS’ MyResearch tools and support page]() to find more how-to sheets.