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:

- project title
- project type
- available balance
- contact administrator (i.e. Research Financial Services’ Financial Administrator)
- 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...

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