

**Research Centre
Protocol Budget Management**

1. Funding/checks received for each research study is submitted to the Research Centre. The Research Centre then forwards them with cover memo to Finance Services for deposit in the Research Centre account.
2. When payments have to be made to staff who rendered services or as reimbursement for shipping of documents and tissue samples for testing, the Principal Investigator (PI) fills out the Budget Management Form providing details of the request.
3. The request form is signed by the PI, recommended by the Director of Research Centre and approved by the Chief Operating Officer. Once the form is completed, the Research Centre submits it with a cover memo to Finance Department for processing.
4. When the checks are ready, the Research Centre is notified. The RC staff then collects the checks and makes copies of them for the file. The PI is then informed to collect the checks.
5. The Research Centre has individual Budget file for each protocol. All transactions, *i.e.*, deposits, requests for payments and payments made are documented. As such we are able to monitor the movement of funds for each protocol.