**BRANDON UNIVERSITY RESEARCH COMMITTEE (BURC)**

**GRANT APPLICATION PROCESS FLOWCHART**

**Researcher**

* Electronic submission via email by January 15th

**Office of Research Services**

* Confirm receipt
* Review for completeness
* Incomplete application returned to researcher for changes

**BURC**

* Adjudication meeting (February)

**Office of Research Services**

* Award notification sent out by March 15th
* Regulatory certification(s) and conditions of awards to be in place prior to release of funds, if applicable

**Research Accountant**

* Account set-up