

## Completing the UW Coversheet for QQSF Applications

The QQSF awards are associated with the University of Waterloo's TQT Org Unit, 8611. As such, we ask that when completing the coversheet, the steps below are followed to ensure all required signatures are obtained.

- 1) \*QQSF Applicant PI completes, signs, and sends coversheet to their Department Chair for signature.  
Note: The overhead for seed fund applications is \$0.
- 2) \*The QQSF Applicant PI's Department Chair & Faculty Dean sign the coversheet where indicated. Please include a scanned copy of the signed coversheet with the electronic application submission that is due December 16, 2019.
- 3) The original signed coversheet is sent via UW internal mail, to the attention of Tarra Weber, Research Project Accountant, TQT (RAC2). This should be received no later than December 20, 2019.
- 4) The TQT PI David Cory will sign the coversheet where it says "If this is associated with a Centre/Institute....".
- 5) TQT will send completed coversheets to the Office of Research.
- 6) Office of Research will review and sign the coversheets and provide copies to TQT.

\*Steps 1 & 2 must be completed by the QQSF application due date.