

## **Policies and Guidelines for Research & Researchers at Vancouver Coastal Health Research Institute (VCHRI)**

### ***1. Grant Funding and Administration***

#### ***1.1 Scope and definition of a grant/unrestricted grant-in-aid***

Funds received by VCHRI researchers from research granting agencies, government, industry, gifts, internal funds from the health authority or university, will be regarded under the terms of health authority and university policy as being a research grant (or a grant-in-aid) as long as there are no strings attached to the funding. Projects may or may not involve the use of humans, animals, biohazards and radioactive materials. The following terms apply:

- Supports the general research activities of an individual researcher or group of researchers.
- No specific result required or expected by the sponsor
- No rights (inventions or other intellectual property) accrue to the sponsor
- No restriction on publication of results
- Funds are paid up front or by installments in advance
- No restriction on use of funds
- No information confidential to the sponsor will be accepted
- **No overhead is charged by the university or health authority**

#### ***1.2 VCHRI Internal Grants & Awards Program***

VCHRI runs internal funding competitions that are open to VCH staff and VCHRI researchers (depending on the specifics of the competition. Information related to all competitions managed through this Program is located at [http://www.vchri.ca/s/Internal\\_Grants.asp](http://www.vchri.ca/s/Internal_Grants.asp).

#### ***1.3 Applying for grant funding***

##### ***1.3 (a) Procedures for obtaining signatures***

Every application for grant funds (new or renewal) submitted from UBC appointees to any source must be signed, **in the following order**: by the applicant(s), the UBC Department Head/Head of School, the UBC Faculty Dean (or designate) and the Director, UBC Research Services (or designate).

Applications from VCHRI researchers who do not hold UBC appointments must be signed **in the following order**: the applicant(s), the VCH department head and the Executive Director, VCHRI. The Associate Director, VCHRI can also sign on behalf of the Executive Director.

These rules apply equally to:

- funding requests for new projects;
- letters of intent;
- requests for renewal or supplemental funding for existing projects;
- requests made by letter or by written proposal as well as those prepared on pre-printed forms;
- all faculty awards and fellowships, even when funds will not be administered by UBC;
- postdoctoral fellowships which will be administered by UBC;
- all graduate or undergraduate scholarships and fellowships.

VCHRI researchers with UBC appointments can obtain signatures at the VCHRI administration office. The Executive Director, VCHRI who holds a joint appointment as Assistant Dean, Faculty of Medicine (FoM), signs on behalf of the FoM (**on non-salary awards only**), and the Research Manager, UBC Office of Research Services (ORS)/VCHRI, signs on behalf of the Director, ORS. This service is provided as a convenience for VCHRI researchers at the VGH site. VCHRI researchers can still obtain the required signatures on the UBC campus as well.

VCH researchers without academic appointments can also obtain signatures at the VCHRI administration office. Applications are processed through the Research Manager, UBC ORS/VCHRI, who will obtain the Executive Director, VCHRI signature as the required institutional signature.

Note: all of the above signatures are required, even when pre-printed forms do not have the appropriate spaces (an additional page can be inserted to include any missing signatures).

### ***1.3 (b) Eligibility***

VCHRI Researchers with UBC clinical or academic appointments: Holders of UBC research Project Grants (PGs) must be members of the permanent academic staff; normally those appointments are at the rank of assistant/clinical assistant professor or higher. PGs may be opened for lecturers or research associates at the specific request of the Dean, who confirms that the term of the member's appointment covers the full term of the grant or contract. PGs will not be opened under post doctoral or other fellows, students or visitors' names; instead PGs will be opened under their supervisors' or department heads' names. The above will apply at the time a researcher is submitting a grant application for signature.

Non-academic VCHRI Researchers: VCH physicians and permanent staff are eligible to apply for funding with VCH as the administering organization, as long as the funding agency allows non-academic institutions to manage their research funds.

### ***1.3 (c) Documents required***

All VCHRI researchers are required to complete and attach a grant cover sheet to each application for signature.

1. Researchers in the Faculty of Medicine:  
[http://www.med.ubc.ca/\\_shared/assets/Grant\\_Application\\_Cover\\_Sheet21.doc](http://www.med.ubc.ca/_shared/assets/Grant_Application_Cover_Sheet21.doc).
2. Researchers in the Faculty of Pharmaceutical Sciences: contact the Faculty's grant facilitator
3. Non-academic VCHRI researchers:  
[http://www.vchri.ca/i/doc/VCHRI\\_Grant\\_Application\\_Sheet.doc](http://www.vchri.ca/i/doc/VCHRI_Grant_Application_Sheet.doc)

VCHRI Researchers with UBC clinical or academic appointments: A complete, original application must be presented to the UBC Office of Research Services (or VCHRI Research Services) for signature on behalf of the UBC President. At that time, a copy of the application must be provided for Research Services' records. Copies should be limited to:

- Grant Cover Sheet (Faculties of Medicine and Pharmaceutical Sciences – see above)
- Title page
- Signature page
- Abstract or 1 page summary of proposed project
- Budget summary, justification and all accompanying financial information
- Letters of support
- Documents relating to matching funds or collaborations
- **For “New New” applicants in the Faculty of Medicine:** please see the Faculty of Medicine web-site at <http://www.med.ubc.ca/research/gad.htm> for details on the additional requirements and contact information.
- **Applications to Industry: a complete copy of the application is required**

Non-academic VCHRI Researchers: A complete, original application must be presented to the VCHRI Research Services for signature, including a grant cover sheet (see above). At that time, a copy of the complete application must be provided for VCHRI Research Services' records.

Grant applications submitted for signature at the VCHRI office will be signed within 36 hours. It is the responsibility of the applicant to copy and mail grant applications to the granting agency.

### ***1.4 Internal review for UBC affiliated researchers***

#### ***1.4 (a) Internal review – all UBC affiliated researchers***

To assist UBC researchers (non-UBC researchers are not required to obtain internal review) become more successful in CIHR grant competitions, the Office of the Vice President Research, UBC has developed a rigorous process of internal review. This is a joint effort by the UBC Office of the VP Research and the affiliated academic health sites (e.g. VCH).

Internal Review (IR) is a process whereby one or more expert reviewer is matched, according to expertise and availability, with a researcher who is preparing a grant application for a specific competition. The researchers work together to review and refine the application. Feedback and recommendations are provided via email, telephone and/or face-to-face sessions to strengthen the quality of the application and improve the chance of being successfully funded.

This process is coordinated through the UBC Health Research Resource Office (HeRRO) and is available to all UBC researchers submitting an application to any major Provincial or National peer-review based agency. Please note that the Faculty of Medicine has mandatory IR requirements for certain investigators and competitions (see below).

#### ***1.4 (b) Internal review - Faculty of Medicine researchers***

Researchers in the Faculty of Medicine who have been appointed to the assistant or clinical assistant professor level within the past five years (or who are currently research associates or fellows expecting to take up positions at the assistant or clinical assistant professor levels) and who do not currently hold peer-reviewed operating funds from a major provincial or federal granting agency are classified as “New-news”. It is **mandatory** for new-new principal investigators to submit two Internal Reviewer Sign-off Forms at or prior to the time a grant is submitted for signature for certain competitions. In addition, all salary award applications require mandatory review. For more information go to:

[http://www.med.ubc.ca/research/gad/Research\\_Grant\\_Mentorship/internal\\_review.htm](http://www.med.ubc.ca/research/gad/Research_Grant_Mentorship/internal_review.htm)

#### ***1.5 Notification of award***

When an award is made, the grantee is responsible for providing the Office of Research Services (either at the UBC Point Grey site or the VCHRI office) with a copy of the award notice or letter, the cheque (if mailed directly to the grantee), plus copies of any other documents concerning the regulations or conditions governing the use of grant funds.

#### ***1.6 Research accounts***

**Grant and contract funds are held in trust by the University or Vancouver Coastal Health and are not the property of any individual.**

Researchers are required to obtain applicable approvals for humans (both for research ethics and the VCH Approval(s) to Conduct Research), animals, biohazards, radioactive materials before the research can start and before an account can be opened. There must be a Certificate of Approval referencing an exact project title and funding source for each research project. Though some researchers may have the choice of opening a research account at UBC or at VCH, most granting agencies will require funds to be administered by the University. If not affiliated with an academic institution, funds must be administered through VCH. Other types of funding may be administered at UBC or VCH. Research accounts are opened either by Research Services or UILO Sponsored Research Group at UBC (depending on the source of funds) or by the Research Manager, UBC ORS/VCHRI.

### ***1.7 Obtaining approvals required to conduct research at VCH***

In order to begin a research project involving humans, at least two approvals are required: Approval from a Research Ethics Board (REB) and Approval to Conduct Research at VCH. Go to section 4 (<http://www.vchri.ca/s/PoliciesAndGuidelines.asp#4>)