



# VCHRI - Office of Research Services

Sameera Wazir, Research Manager

Susan O'Neil, Assistant Manager



Vancouver  
CoastalHealth

**Research Institute**

*Healthier lives through discovery*



# Responsibilities (Susan)

- Grant application signatures (Assoc. Dean of Medicine & Director, Research Services)
- Establish *Non-Industry* UBC research accounts for all VCH researchers
- Authorize cheque deposits to UBC Research accounts
- Inter-university transfer agreements
- Register Clinical Trials



Vancouver  
CoastalHealth

**Research Institute**

*Healthier lives through discovery*

# Overview

- Pre-Award: Grant Applications
  - Who signs & why
  - Documentation required
  - Things we check
- Post-Award: Research Accounts
  - Documentation required
  - Ethics & VCH approvals
  - Specific Examples



Vancouver  
CoastalHealth

**Research Institute**

*Healthier lives through discovery*

# Grant Applications - Who signs?

- Proposals for external funding must be signed by :
  1. **Principal Investigator** (and co-investigators)
    - If PI has UBC appointment, then they must submit through UBC
  2. **UBC Department Head** or Director of School or Institute
  3. **Faculty Dean** (Dr. Rob McMaster, VCHRI; Dr. Gavin Stuart must sign Scientist/Faculty Salary applications)
  4. **Director, Research Services** (Sameera Wazir, VCHRI)
- UBC Signing Authority website (FoM):

[http://www.med.ubc.ca/\\_\\_shared/assets/Signing\\_Authority\\_Sheet203.pdf](http://www.med.ubc.ca/__shared/assets/Signing_Authority_Sheet203.pdf)



Vancouver  
Coastal Health

**Research Institute**

*Healthier lives through discovery*

# What do the signatures mean?

- **Researcher**
  - has space & resources
  - will abide by granting agency guidelines & UBC Policies (research, ethics etc.)
- **Department Head/Faculty Dean**
  - confirms appointment, space & resources
  - responsible for over-expenditures
  - will notify ORS if status of awardee changes
- **Research Services**
  - confirms correct signatures
  - willing to administer & follow granting agency guidelines
  - will not release funding unless award conditions met



Vancouver  
CoastalHealth

**Research Institute**

*Healthier lives through discovery*

# Grant Applications - Documentation required

- **Complete**, *original* grant application (copy no longer required)
- Signed Faculty of Medicine grant application cover sheet
- Letters of support (if applicable)
- Note:
  - All PI and Co-I signatures must be included
  - Budget must be in final state
  - Changes can be made to the body of the proposal



Vancouver  
Coastal Health

**Research Institute**

*Healthier lives through discovery*

# Grant Applications – Things we check

- PI eligibility
- Correct signatures (Dept ID)
- Overhead included? (if applicable, 25% must be included, new policy effective Oct 2008, Canadian medical charities exempt)
- UBC is the administering institution (electronic submission)
- Co-applicants & their institutions have signed



Vancouver  
CoastalHealth

**Research Institute**

*Healthier lives through discovery*

# Post Award – Documentation

- The following is required to open a UBC research account:
  - Signed Grant application + FoM Cover sheet  
**OR** Signed Grant Information Form
  - Award letter from the sponsor
  - UBC approvals (ethics, animal care, biosafety)
  - VCH approval



Vancouver  
CoastalHealth

Research Institute

*Healthier lives through discovery*

# Post Award – Examples

## *(Sameera Wazir)*

- PI Status & signatures required:
  - Nominated PI at UBC
  - Co-I at UBC (Nominated PI elsewhere)
  - Nominated PI at UBC
  - Co-I at UBC
- UBC Research Stats
- VCH Finance



Vancouver  
CoastalHealth

Research Institute

*Healthier lives through discovery*

# Need help? Call Us!

- Susan O'Neil:

Phone: 604-875-5272

Email: [susan.oneil@ors.ubc.ca](mailto:susan.oneil@ors.ubc.ca)

- Sameera Wazir:

Phone: 604-875-4111 x68455

Email: [sameera.wazir@ors.ubc.ca](mailto:sameera.wazir@ors.ubc.ca)



Vancouver  
CoastalHealth

**Research Institute**

*Healthier lives through discovery*