

Research Challenge 2018

Finance, Administration, and Ethics

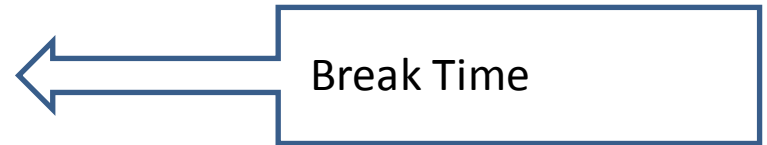
September 12, 2018



WELCOME!

Agenda

1. Welcome and Introductions
2. Ethics
3. Finance
4. Administration
 - a. PI
 - b. Ethics
 - c. VCH Approval
 - d. Reporting: Quarterly and Final Report
 - e. Presentation day
5. Questions and Discussions



Research Challenge Ethics

Elmira Chan, UBC Clinical Research Ethics
Board



Research Challenge Finance Info Session

September 12, 2018

Joyce Wong, Finance Manager, VCHRI
Jana Berna, Finance Assistant, VCHRI



Research Challenge Ethics

Elmira Chan, UBC Clinical Research Ethics
Board



Approvals

- Principal Investigator for Ethics & VCH Approval



VCHA Manager or Supervisor's Declaration

Research Study Title:

Principal Investigator: _____

Principal Investigator's VCHA title: _____

VCHA Manager or Supervisor:

I HEREBY CONFIRM that the Principal Investigator for the above-mentioned study has the qualifications, experience, and facilities to carry out this research.

Signature

Date

VCHA Manager or Supervisor's Name:

VCHA Manager or Supervisor's Title:



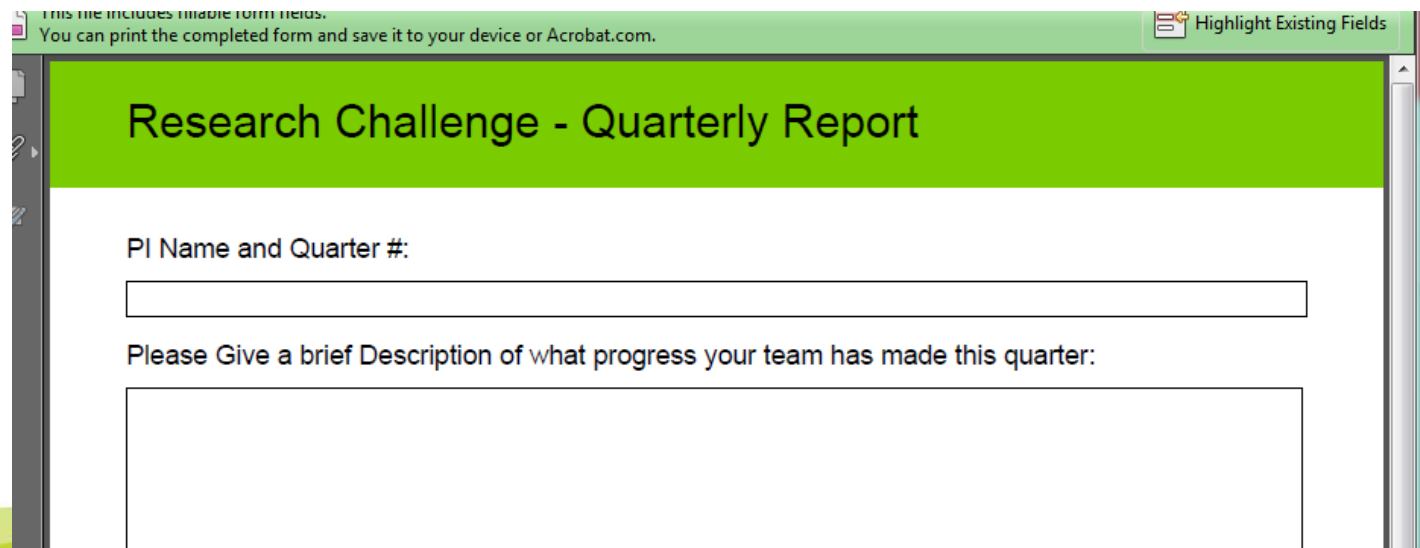
VCH Operational Review

- Any research, funded and non-funded, involving Vancouver Coastal Health (VCH) resources and/or conducted in its facilities must receive formal “Operational Research Approval” from VCH before it may begin.
- This includes any research that utilizes the resources, data, programs and/or services of VCH, its patients/clients/residents/staff, or the posting of research recruitment materials. This includes research conducted in its community-based organizations.



Reporting – keeping in touch with us

- Quarterly Reports (to be completed in order to access funds): submit at the end of March, June, September, and December
- Final Report
- Presentation Day (early 2020)



This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Research Challenge - Quarterly Report

PI Name and Quarter #:

Please Give a brief Description of what progress your team has made this quarter:

Budget Template

Research Challenge Project Budget

Please submit your budgets by September 30, 2018!

Team
Lead: _____

Budget Item	Amount Budgeted	Amount Spent by Quarter				Subtotal	Variance	Notes
		Q1	Q2	Q3	Q4			
Personnel Budget								
Team Members								
Misc Expenses								
Travel								
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00		

Amount Awarded:	\$5,000.00	Funds Remaining:	\$5,000.00
------------------------	-------------------	-------------------------	-------------------



Budget tracking

Research Challenge Project Budget									
Team Lead: Sharon Stone									
Budget Item	Amount Budgeted	Amount Spent by Quarter					Subtotal	Variance	Notes
		Q1	Q2	Q3	Q4				
Personnel Budget									
Team Members									
Jane Smith	1000.00	-	-	-	-	0.00	1000.00	all in Q4	
Sarah Green	1000.00	500.00	500.00	-	-	1000.00	0.00		
Judy Blume	1200.00	560.00	440.00	200.00	-	1200.00	0.00		
Misc Expenses									
voice recorder	50.00	40.00	-	-	-	40.00	10.00		
catering	140.00	70.00	30.00	50.00	-	150.00	(10.00)	3 meetings	
transcription	200.00	-	-	100.00	-	100.00	100.00		
Travel									
conference registration	200.00	-	200.00	-	-	200.00	0.00		
airfare	700.00	-	-	675.00	-	675.00	25.00	will use extra for catering	
accommodation	500.00	-	-	425.00	-	425.00	75.00	will use extra for catering	
TOTAL	4990.00	1170.00	1170.00	1450.00	0.00	3790.00			
Amount Awarded:	\$4,990.00						Funds Remaining:	\$1,200.00	

