



**UNIVERSITY OF CALGARY** | Research Services

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# HANDBOOK

Prepared for: New Faculty

Winter 2020



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# RESEARCH SERVICES

Research Services works with the University of Calgary’s research community to advance the research enterprise. The Research Services Office aims to increase **sponsored research revenue**, **reduce financial, reputational and market risk** and **manage compliance** for the university. The team of professional services providers is accountable to the Vice-President (Research) and serves faculty member researchers, faculties, university leadership, and funders. The Research Services team is made up of 40+ staff that support the Research Services mandate of providing timely, effective service and counsel to faculty members engaged in research-related activities at the University of Calgary.

Research Services is organized to effectively partner with the research community in four key areas:

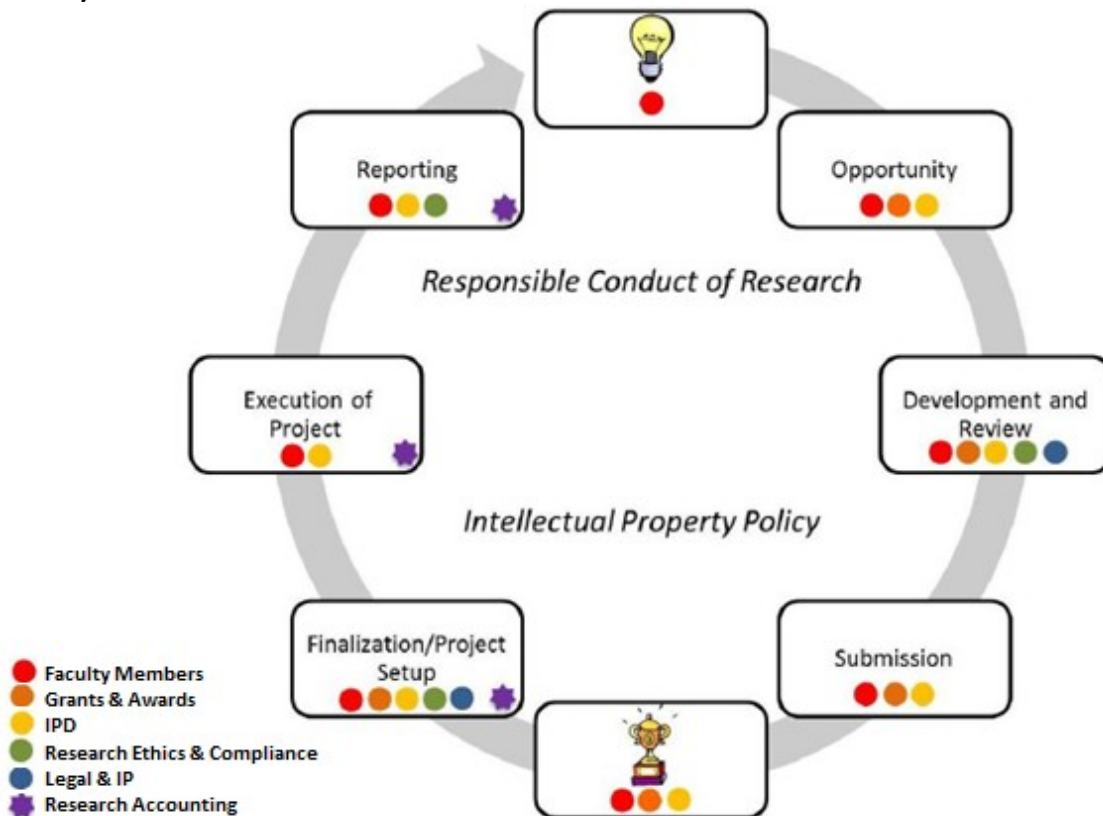
- Grants and Awards
- Institutional Programs
- Research Ethics and Compliance
- Legal and Intellectual Property

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The University of Calgary is a global intellectual hub located in Canada’s most enterprising city. By 2022, we will be recognized as one of Canada’s top five research universities, fully engaging the communities we both serve and lead. – **Eyes High Strategy 2017-2022**

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## Lifecycle of a Research Grant



# GRANTS AND AWARDS

Grants and Awards assists with both the **application and nomination processes associated with grants** (external and internal), research chairs, training awards, as well as prizes and awards. Staff also provide assistance by interpreting eligibility, identifying potential funding opportunities, coordinating training and information sessions and are available to guide you through the application process.

**External Grants Team** focuses on providing assistance and advice when applying for funding from the federal granting agencies, government, and non-profit organizations. Major funding bodies include:

- Tri-Council (CIHR, NSERC and SSHRC)
- Alberta Innovates
- Health and Disease Foundations
- National Institutes of Health and other U.S. Government Departments

**Internal Grants Team** administers funding opportunities specific to the University of Calgary including the coordination of applications and the peer review process associated with:

- University Research Grants Committee (URGC)
- Margaret Gunn Endowment for Animal Research (MGEAR)

**Training Programs** are those external funding opportunities that support undergraduate and postdoctoral fellows undertaking research (the Faculty of Graduate Studies administers graduate student stipend awards or scholarships). Such opportunities include:

- NSERC Undergraduate Student Research Awards
- Mitacs programs
- External Postdoctoral Fellowship programs, including Banting Postdoctoral Fellowships
- Alberta Innovates Highschool Youth Researcher Summer program
- Alberta Innovates Summer Research Studentships

**Prizes and Awards** supports the nomination process associated with honourific prizes and awards. Staff help to identify upcoming award opportunities relevant to a faculty member's qualifications, determine eligibility, review and edit nomination materials, and seek letters of support. Prizes and Awards staff facilitate the nomination process for various provincial and national prizes and awards such as:

- Alberta Science and Technology Awards
- Tri-Council Prizes and Awards
- Killam Prizes (Canada Council for the Arts)
- Royal Society of Canada
- Killam Awards (University of Calgary)

The **Knowledge Engagement** team builds connections both on campus and with community partners to support the co-creation, synthesis, and application of knowledge. We are driven by the notion of impact – making a difference in the communities we serve. The team has a broad mandate to build capacity in knowledge engagement, facilitate the development of partnerships for research, and provide a robust support structure for these initiatives. Services include:

- Partnership Matchmaking
- Documenting Partnerships
- Professional Development and Capacity Building
- Knowledge Mobilization Planning

## WHO TO CONTACT

For questions related to grants, please contact [rsogrants@ucalgary.ca](mailto:rsogrants@ucalgary.ca) or the specific program contact listed below.

For questions related to training awards, please contact [rsotraineee@ucalgary.ca](mailto:rsotraineee@ucalgary.ca)

<u>Funding Agency</u>	<u>Contact</u>		
<b>External Research Grants</b>			
Canadian Institutes of Health Research	Anna LeMarquand	asamuels@ucalgary.ca	220-2715
Social Sciences and Humanities Research Council	Jonathan Jucker	Jonathan.jucker@ucalgary.ca	210-9815
Canadian Foundations, Societies and Associations			
Natural Sciences and Engineering Research Council	Danielle Demiantschuk	danielle.demiantschu@ucalgary.ca	210-5459
National Institutes of Health	Tempest Emery (on leave) Katie Ryan	katie.ryan@ucalgary.ca	210-6044
US Government funding			
Canadian Government Funding (federal & provincial non-Tri-Council)			
Alberta Innovates	Lisa Singh	singhl@ucalgary.ca	220-3016
Brain Canada			
Alberta Health Services			
International Foundations, Associations & Societies			
Networks of Centres of Excellence (NCEs)			

<u>Funding Agency</u>	<u>Contact</u>		
<b>Internal Grants &amp; Training Programs</b>			
Banting Postdoctoral Fellowships	Vacant	rsotraine@ucalgary.ca	220-4495
Alberta Innovates HYRS and Summer Research Studentship Programs			
Mitacs Programs			
Internal Grants (URGC, MGEAR)	Denise Ward	ward@ucalgary.ca	220-5924
Postdoctoral Fellowships			
Project Set Up Facilitation (Trainee awards)	Chao (Summer) Li ( <i>on leave</i> )	rsotraine@ucalgary.ca	210-7107
Residual Balance Projects	Joel Teindl	rsogrants@ucalgary.ca	210-7107
<b>Prizes &amp; Awards</b>			
Prizes and Awards	Tiago Lier	researchawards@ucalgary.ca	210-7224
	Erin O'Toole	<a href="mailto:researchawards@ucalgary.ca">researchawards@ucalgary.ca</a>	220-2109
<b>Knowledge Engagement Team</b>			
Manager, Knowledge Engagement	MacKinley Darlington	mgdarlin@ucalgary.ca	220-3785
Coordinator, Knowledge Engagement	Alyse Pearce	alyse.pearce@ucalgary.ca	220-4283
Communications Coordinator, Knowledge Engagement	Rand Al-Hashmy	ralhashm@ucalgary.ca	220-5008

## Frequently Asked Questions

- **What signatures are required on my grant application?**

The Deans' Council approved a comprehensive signature guideline outlining the importance and significance of what a signature acknowledges on a grant application (see Appendix C). Additional information is available here: [www.ucalgary.ca/research/resources/signatures](http://www.ucalgary.ca/research/resources/signatures).

*Please note that in 2019/20 the University is transitioning to electronic approvals through the new Research Management System (RMS). This will replace the Research Funding Application Approvals (RFAA) form (Appendix B).*

The following signatures/approvals are required on research grant applications:

1. **Principal Investigator:** Acknowledges responsibility for the application's content and for carrying out the research in accordance with both university and funding agency policies. In the case of trainee awards, the student, postdoctoral fellow, or clinical fellow is considered the Principal Investigator.
2. **Supervisor (trainee awards only):** Agrees to supervise the trainee over the course of the award and to hold the project account. Holds responsibility for use of funds allocated to the project account as well as compliance with university and funding agency policies.

3. **Department Head:** Confirms the connection between the Principal Investigator's roles as a researcher and employee and certifies that the PI holds the appropriate academic appointment. This signature indicates resources (space) will be made available to the project, should it be successful. Also, the Department Head signature indicates awareness of the proposed research and approval of the application going forward.
4. **Dean:** Indicates peer reviews are complete and that provisions are available for the project on confirmation of approved funding. The Dean's signature signifies awareness and approval of the proposed research going forward in the application process.
5. **Vice-President (Research):** The capping signature **facilitated through Research Services** certifies that the proposal has received an internal review. It indicates the university's willingness to accept and administer awarded funds and accepts responsibility for the project meeting both university and agency requirements and guidelines.

- **Why does Research Services post an internal deadline?**

Internal deadlines are set within Research Services in advance of the funding agency deadline in order to allow staff sufficient time to review grant applications, provide feedback if appropriate, and arrange for institutional signature.

- **Where can I find new funding opportunities?**

Research funding opportunities are regularly announced to the campus community through the Associate Deans (Research) distribution list. Research Facilitators are also copied on these funding calls.

The deadlines for various funding calls can also be found on our Funding Deadlines Calendar located on our web site: <http://www.ucalgary.ca/research/researchers/funding-opportunities/deadlines>

- **Where can I find information about awards for my research?**

Calls for nomination for research awards are regularly circulated to the Associate Deans (Research) and Chairs of the faculty-level awards committees. Research Facilitators are also copied on these funding calls.

Research Services maintains an extensive inventory of research awards and deadlines. These can be found in the Prizes and Awards Calendar located on our website:

<https://ucalgary.ca/research/researchers/prizes-and-awards/prizes-awards-calendar>

The University of Calgary is also a Killam institution. A portion of this endowment is used to support a suite of internal Killam awards that recognize faculty members' excellence in research and teaching. More information can be found on our website:

<https://ucalgary.ca/research/researchers/prizes-and-awards/killam-awards>

- **How do I set up my research project/account?**

If you submitted your grant application via the University of Calgary Research Services Office, Research Services only requires a copy of applicable certificates (human ethics, animal care, and/or biohazard permit). In cases where an agreement is issued by the funder, the appropriate legal team will work with you to execute.

Otherwise, the steps involved in setting up a new project are outlined below:

1. Complete a **Project Request Form** ([www.ucalgary.ca/finance/research/forms](http://www.ucalgary.ca/finance/research/forms)) and assemble required documentation:
  - a. notice of award
  - b. budget
  - c. statement of work
  - d. certifications for human ethics, animal care or biohazard, if applicable



2. Get your **Project Request Form** signed by your Department Head and Associate Dean (Research). If you submitted a signed Request for Application Approval (RFAA) form to Research Services when originally applying for the award, you do **not** need signatures on your **Project Request Form**.
3. Send your package to Research Services for review within 2 business days. Research Services will then forward your package to Research Accounting for project set-up.

**That's it!** If you want to know the status of your Project Request, or if you need help assembling your package, you can contact [rsogrants@ucalgary.ca](mailto:rsogrants@ucalgary.ca) ([rsotrainees@ucalgary.ca](mailto:rsotrainees@ucalgary.ca) for awards to trainees, i.e., students, postdoctoral fellows, clinical fellows). If your package is missing any required information, you will be contacted by Research Services—please note your project set up may be delayed as a result.

Once the project has been set up, Research Accounting will send you an email providing you with the account number to access your funds.

*Please note that in 2019/20 the University is transitioning to electronic approvals and project set up through the new Research Management System (RMS). This will replace the Project Request Form in future.*

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## INSTITUTIONAL PROGRAMS

The Institutional Programs Division (IPD) provides support in application and platform development to faculty members pursuing large, multi-disciplinary research initiatives. IPD focuses on high risk, high reward, highly complex and multi-partner programs.

Faculty members should contact IPD if they are hoping to apply to a major funding initiative, an infrastructure-related program, a program with an institutional quota, or a program that requires reporting on matching funding. For many of the awards in the IPD portfolio, staff provide support with both the application stage and the post-award management of funds.

Some of the funders/programs that IPD can assist with include:

- Canada Foundation for Innovation (CFI) and Alberta Economic Development, Trade and Tourism (EDTT) programs
- Select major NSERC programs such as the Collaborative Research and Training Experience Program (CREATE)
- Select major SSHRC programs such as Partnership Grants and Partnership Development Grants
- Institutional Research Chairs: Canada Research Chairs (CRC), Campus Alberta Innovation Program (CAIP), Canada Excellence Research Chairs (CERC)
- Genome Canada programs such as the Large-Scale Applied Research Program (LSARP), Genomics Application Partnership Program (GAPP), etc.
- New Frontiers in Research Fund programs including the Explorations, Transformation and International streams
- Western Economic Diversification

## What can we do for you?

IPD manages and supports a portfolio of programs through their complete lifecycle from pre-award (including distribution of calls and proposal development) through post award (including implementation, project administration and reporting).

IPD also coordinates the Strategic University Proposal and Platform Review Teams (SUPPORT) on behalf of the Vice-President (Research). The SUPPORT committees provide internal interdisciplinary strategic review of applications for major funding opportunities. Many of the competitions in the IPD portfolio include SUPPORT review as part of the internal process.

IPD distributes funding calls for the programs managed by the division and provides faculty members with an overview of the internal proposal intake process and relevant deadlines. We offer program-specific opportunities for faculty members to pitch ideas and receive early feedback from SUPPORT committee members via “Test Your Concept” events held throughout the year.

During proposal development and review, IPD provides internally-developed application guides and reference materials from successful applications. IPD team members also assist with developing the business case put forward within proposals, interpreting budget eligibility, navigating compliance and mitigating risk to both the institution and the principal investigator (PI).

For programs supported by IPD, an IPD team member will be assigned to assist throughout the lifecycle of the funding opportunity, including the proposal development, finalization and implementation stages of the project. For CFI, Western Economic Diversification and Genome Canada programs, once funding has been confirmed, IPD oversees the day to day administration of research projects and will work with the PI to provide progress and/or financial reporting to funders.

## WHO TO CONTACT

Activity	Contact		
<b>General inquiries regarding project ideas</b>	Caroline Morrison Manager, Process Facilitation	c.morrison@ucalgary.ca	210.3912
<b>Specific funding program requirements and intake process</b>	Winnie Low, Senior Institutional Programs Officer	ipd@ucalgary.ca	

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**Did you know?** The Government of Canada created the Canada Foundation for Innovation in 1997 to build Canada’s capacity to undertake world-class research and technology development to benefit Canadians. **Since then, CFI has funded more than 340 projects at the University of Calgary totaling over \$240,000,000 in federal funding.**

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## Frequently Asked Questions

- **I am thinking of applying to the CFI. How do I get started?**

The first step when considering applying to the CFI (or any program in the IPD portfolio) is to talk to your department head or ADR. Funding opportunity announcements are not made for all CFI programs; in these cases, ADRs manage internal faculty communication and selection.

- **Is there somewhere I can go to get feedback on my idea for a new research project?**

Yes. SUPPORT hosts a series of Test Your Concept (TYC) opportunities throughout the year to connect with faculty members and provide feedback and guidance on early stage research ideas (prior to competition launch). TYC opportunities are distributed via the Research Communication distribution list(s). The benefits of participating in a TYC include:

- Engaging with colleagues from across the university research community and gaining their perspectives of what makes a strong application
- Gaining insights into the feasibility of a project from key campus service units
- Discuss potential collaborations, and ways to perform an environmental scan
- Receiving feedback on how to expand ideas and target them for specific competitions

- **How do I know when a new funding competition has been launched?**

Funding opportunity announcements are distributed to the campus research community through the Research Communications distribution list. Some quota-based programs managed by IPD are distributed solely by associate deans (research) and contain faculty-specific details. Calls contain specific application process information and important internal timelines.

- **What sort of review does SUPPORT provide?**

SUPPORT's function is of a strategic nature. Rather than duplicating the scientific review role (already performed within faculties), SUPPORT will provide feedback regarding the business case put forward within the application and how it could be strengthened to best meet funder requirements. Where there is a limited institutional cap or quota (e.g. NSERC CREATE) SUPPORT will also provide recommendations to the VPR regarding which projects best meet agency requirements.

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## LEGAL & INTELLECTUAL PROPERTY

The Legal & Intellectual Property (IP) Unit plays a central role in the university's research community. With a strong focus on **faculty members' needs**, the Unit assists faculty members in establishing **strong, long-term relationships** with their sponsors. (Please note: Faculty of Medicine is serviced by the university's Legal Services Office – csmlegal@ucalgary.ca)

The Legal & IP Unit is a **results-driven** unit that works closely with other units across campus to help the university and its faculty members meet the long-term research goals within the university's **Eyes High Strategy** and the **Strategic Research Plan**.

The Unit provides the following **benefits** to faculties on campus:

**Advice**

- Best practices in the design and setup of multi-party research consortia, centres and institutes
- Interpreting the university’s policies, including Overhead and Intellectual Property policies

**Research Agreement Review & Execution**

- Draft, negotiate and finalize research agreements to build strong, long-term relationship with sponsors: research grants, contracts, chairs, NSERC collaborative research programs, confidentiality, material transfer, subcontracts, and others
- Maximize benefits for faculty members from research agreements
- Protect the academic freedom of faculty members and the university
- Preserve faculty members’ rights to the results arising from the research projects

## WHO TO CONTACT

For **questions** or to submit an **online service request**, please contact us.

Activity	Contact
General inquiries	Christopher Chow Manager, Agreements <a href="mailto:legaladm@ucalgary.ca">legaladm@ucalgary.ca</a> 403.220.3784
To submit an <b>online agreement request</b>	<a href="https://www.ucalgary.ca/research/researchers/agreement-request-form">https://www.ucalgary.ca/research/researchers/agreement-request-form</a>

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Please visit our website for additional information: <https://research.ucalgary.ca/conduct-research/research-agreements>

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## RESEARCH ETHICS & COMPLIANCE

The University of Calgary has two Research Ethics Boards (REBs), three animal care committees, and a biosafety committee. All research, funded or unfunded, involving humans, animals, or biohazards must first be reviewed by and receive approval from the appropriate board or committee before research can begin.

At the University of Calgary, there are two REBs responsible for reviewing research applications involving human participants: The Conjoint Health Research Ethics Board (CHREB) and the Conjoint Faculties Research Ethics Board (CFREB). The Research Ethics & Compliance team provides effective, integrated support for, and administration of, all aspects of the ethics review and approval process for research involving human participants. The team acts as a liaison between researchers and the appropriate research ethics board to facilitate the review process and works to keep the research community aware of current policies, processes and procedures. For more information, please visit our [website](#).

## HUMAN ETHICS

### How do I know if my project requires human ethics approval?

According to Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2018 ([TCPS 2](#)), the following requires ethics review and approval by an REB before the research commences:

- a. research involving living human participants;
- b. research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals.

Chapter 2 of TCPS2 identifies projects that would be exempt from REB review. Distinguishing what requires review and what is exempt is often unclear. Please contact us using the contact list below, to determine whether your project is exempt from REB review.

### Which REB do I submit to?

The **Conjoint Health Research Ethics Board (CHREB)** reviews applications from researchers in any faculty when researchers are accessing personal health information and research in the faculties of:

- Kinesiology
- Nursing
- Cumming School of Medicine

The **Conjoint Faculties Research Ethics Board (CFREB)** reviews applications from researchers in the following faculties:

- Arts
- Werklund School of Education
- Haskayne School of Business
- Law
- Science
- Social Work
- Schulich School of Engineering
- Environmental Design
- Veterinary Medicine
- Libraries and Cultural Resources
- Institutes associated with any of the above faculties

### Who to Contact

Activity	Contact
Human Ethics – Questions for the Conjoint Faculties Research Ethics Board (CFREB)	cfreb@ucalgary.ca (403) 220-2297
Human Ethics – Questions for the Conjoint Health Research Ethics Board (CHREB)	chreb@ucalgary.ca (403) 220-2297
Human Ethics - General inquiries	(403) 220-2297
IRISS Help Desk – technical assistance	iriss.support@ucalgary.ca (403) 220-8800 (ext. 3)

### Frequently Asked Questions

▪ **How do I submit my application?**

All ethics applications are submitted using the IRISS system ([www.ucalgary.ca/iriss](http://www.ucalgary.ca/iriss)). If you do not have an IRISS account, you can access the system and register at the IRISS webpage above.

To access IRISS, you must have a University of Calgary Identification Number (UCID), IT Username, and a current relationship with the University. Once you have these, log into IRISS and click on “Register for IT Account” and follow the instructions to complete the form.

Contact the IRISS help desk for assistance with getting registered with IRISS.

▪ **How long does it take for an application to be reviewed and receive approval?**

Turnaround times for REB review are typically 4-6 weeks. Well-completed applications facilitate a quicker review. Please ensure all sections of your application are complete and all questions within each section are addressed. Please also upload all required documents. Incomplete applications cannot be sent for ethics review, leading to delays.

▪ **Is there a fee for REB review?**

The CHREB administration fee applies to research that receives its funding from an industry sponsor (i.e., pharmaceutical/medical device companies) or other for-profit organization. The administration fee for ethics review at the CHREB is \$4,000.00.

Where the application is for a study falling under the provincial reciprocity agreement and the University of Calgary is a secondary site (i.e., the primary ethics review has been undertaken at the University of Alberta (HREB) or HREBA) the fee is \$2,000.00.

In addition, for industry-sponsored projects with a budget of \$10,000 or less, a reduced ethics fee of \$2,000 will be applied.

The following types of funding are excluded from the fee requirement:

1. Studies authored, initiated and conducted by a researcher from the University of Calgary where the intellectual property rests with the researcher, the researcher owns and can alter the research protocol without influence from the funder, and the funder is not a for-profit organization.
2. Grant funded studies from a public, charitable or not-for-profit organization, for example, CIHR, NIH or a disease-specific foundation
3. Tri-Agency partnership grants involving matching funds from an industry partner
4. University of Calgary internal grants
5. Unfunded studies

▪ **What if my research is cancer-related?**

All cancer-related studies are reviewed by the provincial research ethics board, Health Research Ethics Board of Alberta: Cancer Committee (HREBA.CC), and should no longer be submitted to CHREB or CFREB for review and approval.

“Cancer-related studies” means studies primarily focused on the study of cancer or treatment of cancer patients. This includes, but is not limited to:

- 1) Clinical trials in patients with a cancer diagnosis;
- 2) Studies evaluating, assessing or describing the clinical care (including palliative and psychosocial well-being) and management of patients with cancer;
- 3) Studies where the participants are identified/recruited using cancer registries or bio-repositories in Alberta or elsewhere;
- 4) Studies seeking to draw samples or data for secondary use from established cancer data or bio-repositories.

For more information, please visit <https://hreba.ca/hreba-cancer-committee/>

## UCARE AND ANIMAL USE PROTOCOLS

All animal care and use (research, teaching, and testing) must be reviewed and approved by the Animal Care Committee prior to starting a research project.

## BIOSAFETY

A Biosafety Permit is required for use and storage of biohazards and is conditional on registration with and approval from the University of Calgary Biosafety Committee.

Animal Care and Biosafety contacts:

Activity	Contact	
Animal Care - Access to the Animal Health Unit Webpage	SOP Coordinator	sop@ucalgary.ca
Animal Care - Animal Care Training	Animal Training Coordinator	iautp@ucalgary.ca
Animal Care - General inquiries	Animal Health Unit	ucare@ucalgary.ca
Biosafety - Biosafety certification or Biosafety course	Eoin O'Grady	biooff@ucalgary.ca

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## QUALITY ASSURANCE FOR CLINICAL RESEARCH

This program provides support to the University of Calgary clinical research community to help foster and maintain our reputation as a world-class center for clinical research.

The Quality Assurance program includes the following services:

- Guiding researchers through the regulations and guidelines governing their research project (e.g. University policies, REB SOPs, TCPS2, ICH-GCP, Health Canada, US FDA regulations, etc.);
- Assisting new coordinators with training and organization of their regulatory files to be compliant;
- Supporting researchers undergoing inspections from regulatory bodies, such as Health Canada and the FDA;
- Conducting internal regulatory file reviews of investigator-initiated clinical trials;
- Implementing and maintaining N2 Standard Operating Procedures for clinical trials conducted at the University of Calgary.

## WHO TO CONTACT

Linda Longpré, Quality Assurance and Regulatory Compliance Specialist

Tel: 403-220-6470

Email: [linda.longpre@ucalgary.ca](mailto:linda.longpre@ucalgary.ca)

Webpage: <https://research.ucalgary.ca/conduct-research/ethics-compliance/quality-assurance-clinical-trials>

## Frequently Asked Questions

- *How do I access the CITI online training courses?*

Link to CITI login: [www.citicanada.org](http://www.citicanada.org); select University of Calgary as your Institution of Affiliation.

- *How do I access the N2 SOPs?*

The SOPs are available to research teams through the Quality Assurance for Clinical Trials [webpage](#). (University of Calgary login authentication is required to access the SOPs)

- *How are clinical research projects selected for internal regulatory file review?*

1. Randomly selected based on risk-based assessments;
2. You may volunteer to have an investigator-initiated clinical research project undergo a file review;

For-cause file reviews based on concerns raised by external parties (e.g. CHREB, Department Head, Sponsor, etc.)

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## INDIGENOUS RESEARCH SUPPORT TEAM (IRST)

The Indigenous Research Support Team (IRST) is a pilot project launched within Research Services to address identified challenges being overcome by the Indigenous faculty members at the University of Calgary, as well as challenges associated with research being carried out in Indigenous environments. The overarching intention of the project is to strengthen and identify existing resources for Indigenous communities and stakeholders, university researchers, and further partners to promote collaborative, reciprocal, and culturally responsive research.

The IRST serves to provide the opportunity for Indigenous communities to connect with a research body that can help to facilitate and identify the endeavours they would like to explore. The IRST will be the point of contact for all university researchers doing any work with or in Indigenous communities or on Indigenous lands. In continuity, the IRST will be an advisory entity that will provide guidance to researchers and scholars on the proper processes to adhere to for Indigenous research.

The project affirms the University of Calgary's Indigenous Engagement Strategy, *ii' taa'poh'to'p*, which was launched in 2017. *ii' taa'poh'to'p* seeks to implement and communicate commitment to the Truth and Reconciliation Commission's Calls to Action, and to provide pathways for transformation that advance the deep learning required for reconciliation.

## WHO TO CONTACT

Amber Bedard, Manager, Indigenous Research Support Team

Tel: 403-220-4762

Email: [amber.bedard@ucalgary.ca](mailto:amber.bedard@ucalgary.ca)



## Appendix A: ACRONYMS

- ACC – Animal Care Committee
- ADR - Associate Dean (Research)
- ADRC - Associate Deans Research Council
- AHS – Alberta Health Services
- AI – Alberta Innovates
- ASTech – Alberta Science and Technology Leadership
- CAMS - CFI Award Management System
- CERC - Canada Excellence Research Chairs
- CFI - Canada Foundation for Innovation
- CFREB – Conjoint Faculties Research Ethics Board
- CHREB – Conjoint Health Research Ethics Board
- CIHR - Canadian Institutes of Health Research
- CRC - Canada Research Chair
- CREATE - Collaborative Research and Training Experience (NSERC)
- EDTT – (Alberta) Economic Development, Trade and Tourism
- iNOI - internal Notice of Intent
- IOF - Infrastructure Operating Fund (CFI)
- IP - Intellectual Property
- IPD - Institutional Programs Division (of Research Services)
- IRISS – Institutional Research Information Services Solution
- JELF – John R. Evans Leaders Fund (CFI)
- LOI - Letter of Intent
- MOU - Memorandum of Understanding
- MTA - Material Transfer Agreement
- NDA/CDA - Nondisclosure/Confidential Disclosure Agreement
- NOI - Notice of Intent
- NIH – National Institutes of Health
- NSE - Natural Sciences and Engineering
- NSERC - Natural Sciences and Engineering Research Council of Canada
- O&M – Operations and Maintenance
- PI - Principal Investigator
- REB – Research Ethics Board
- RFAA - Research Funding Application Approvals Form
- RSO - Research Services Office
- RMS – Research Management System
- SEG - Small Equipment Grants (EAE)
- SRP - Strategic Research Plan
- SSHRC - Social Sciences and Humanities Research Council of Canada
- SUPPORT - Strategic University Proposal and Platform Opportunity Review Team
- Tri Agency - NSERC, SSHRC, CIHR
- URG – University Research Grants Committee
- VPR - Vice-President (Research)
- WD - Western Economic Diversification Canada

# Appendix B: RESEARCH FUNDING APPLICATION APPROVAL FORMS

## Research Services Office

SMART Technologies Building, 2500 University Drive NW, Calgary, AB • 403-220-6354 •  
www.ucalgary.ca/research

## Research Funding Application Approvals



**Project Details**

Funding Agency \_\_\_\_\_ Agency Deadline     /     /      
dd mm yy

Funding Program Name \_\_\_\_\_

UofC Principal Investigator \_\_\_\_\_ Appointment \_\_\_\_\_

Dept/Faculty \_\_\_\_\_

UofC Co-Investigator(s) (if any) \_\_\_\_\_

Project Title \_\_\_\_\_

Award Type: Grant  Contract  Letter of Intent  Other \_\_\_\_\_ **Overhead rate (if applicable)** \_\_\_\_\_ %

**Failure to complete this section will result in this form being returned to you for completion and may delay the submission of your application.**

Does this research involve human subjects? No  Yes  \_\_\_\_\_  
Certification Number(s), if known

-> If YES, will subjects from outside Canada be enrolled in clinical trials? No  Yes

-> If YES, have you budgeted for the appropriate insurance costs in your funding request? No  Yes

Animal Care? No  Yes  \_\_\_\_\_ Biohazard? No  Yes

Certification Number(s), if known

Is this study funded by a company/for profit organization? Yes  No

-> If YES, have you included the applicable CHREB ethics review fee in your budget? Yes  No

-> If YES, how will the ethics review fee be paid? By researcher or other account

By direct invoice to the funder  Included in the budget of this application

[If you have NOT budgeted for insurance and you will be enrolling subjects from outside Canada in any clinical trials, please visit HERE for insurance estimates](#)

[Please visit HERE for information about the CHREB review fee](#)

**Special Requirements\*** (known at the time of application) No  Yes  If yes, provide details (attach additional pages if necessary):

Additional space or facilities	<input type="checkbox"/>	<input type="checkbox"/>
Course release time	<input type="checkbox"/>	<input type="checkbox"/>
Faculty/Dept. contributions (financial or in-kind)	<input type="checkbox"/>	<input type="checkbox"/>
Grant of IP rights to a sponsor/agency	<input type="checkbox"/>	<input type="checkbox"/>

\*Note: Identify all incremental resources required. Institutional approval may be withdrawn if it is determined the University of Calgary cannot provide resources above.

### University of Calgary Authorizing Signatures

Signatures indicate approval and acceptance of any **special requirements** described above. Ensure you are aware of what your signature means: <http://ucalgary.ca/research/researchers/apply-grants/grant-application-signatures>

**The signatures below are not required in cases where they are already provided on the attached application unless there are special requirements as noted above.**

<b>UofC Principal Investigator</b>		
Name	Signature	Date
<b>UofC Department Head</b>		
Name	Signature	Date
<b>UofC Dean/Associate Dean</b>		
Name	Signature	Date
<b>UofC Research Services</b>		
Name	Signature	Date

Ensure that a complete copy of the application accompanies this signed form when submitted to Research Services (the only exception is tri-council competitions using e-approval). Please check with your Department/Faculty ADR regarding their requirements for review and signoff.

Revised November 2016

**Research Services Office**

SMART Technologies Building, 2500 University Drive NW, Calgary AB T2N 1N4 • 403-220-6354 • www.ucalgary.ca/research



**Research Funding Application Approvals for Training Awards**

**Project Details**

Funding Agency \_\_\_\_\_ Agency Deadline \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
dd mm yy

Funding Program Name \_\_\_\_\_

Postdoctoral Fellow/ Student Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Dept/Faculty \_\_\_\_\_

Project Title (if applicable) \_\_\_\_\_

Overhead rate (if applicable) \_\_\_\_\_ %

**Certifications**

Please complete this section only in cases where a research allowance is provided.

Does this research involve human subjects? No  Yes  \_\_\_\_\_  
Certification Number(s), if known

Animal Care? No  Yes  \_\_\_\_\_  
Certification Number(s), if known

Biohazard? No  Yes

**Special Requirements\***

Please indicate any special requirements (as known at the time of application)

	No	Yes	If yes, provide details (attach additional pages if necessary)
Additional space or facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Faculty/Dept. contributions (financial or in-kind)	<input type="checkbox"/>	<input type="checkbox"/>	
Grant of IP rights to a sponsor/agency	<input type="checkbox"/>	<input type="checkbox"/>	

\*Note: Identify all incremental resources required. Institutional approval may be withdrawn if it is determined the University of Calgary cannot provide resources above.

**University of Calgary Authorizing Signatures**

Signatures indicate approval and acceptance of any special requirements described above. Ensure you are aware of what your signature means: <http://ucalgary.ca/research/researchers/apply-grants/grant-application-signatures>.

**The signatures below are not required in cases where they are already provided on the attached application unless there are special requirements as noted above.**

<b>UofC Postdoctoral Fellow/Student</b>		
Name	Signature	Date
<b>UofC PDF/Student Supervisor</b>		
Name	Signature	Date
<b>UofC Department Head</b>		
Name	Signature	Date
<b>UofC Dean/ADR (all Faculties except Cumming School of Medicine)</b>		
Name	Signature	Date
<b>UofC Faculty Representative (Cumming School of Medicine)</b>		
Select...	Signature	Date
<b>UofC Research Services</b>		
Name	Signature	Date

Ensure that a complete copy of the application accompanies this signed form when submitted to Research Services (the only exception is tri-council competitions using e-approval).  
 Check with your Department/Faculty ADR or Faculty Representative (Cumming School of Medicine only) regarding their requirements for review and signoff.

Revised July 2017

## Appendix C: WHAT GRANT APPLICATION SIGNATURES MEAN



### WHAT GRANT APPLICATION SIGNATURES MEAN

Guidelines apply to:

1. Letters of Intent.
2. Funding requests for new projects; both competition-driven and self-initiated.
3. Requests made by letter or by written proposal as well as those prepared on preprinted forms.
4. Requests for renewal or supplemental funding for existing projects.

### Principal Investigator

*Rationale:* The Principal Investigator (PI) has played a role in the preparation of the application and knows the most about the proposed research. The PI will be the person who, at the University of Calgary, will lead the project from application to completion. Therefore the PI's signature means that s/he takes responsibility for the content of the application and takes responsibility for carrying out the research in accordance with the regulations of the university and the project funder. In short, the PI is signing on to continuing intellectual, ethical, managerial, and fiscal responsibility for the project (for as long as s/he remains in the role of PI at the University of Calgary).

### Principal Investigator signature affirms that:

1. The application information is complete, compliant, and accurate.
2. The applicant is knowledgeable of the granting agency regulations that will apply to management of the award and agrees to abide by these regulations through the term of the award.
3. The applicant is knowledgeable of the University policies and procedures that will apply to the management of the award and agrees to abide by these policies and procedures including, but not limited to:
  4. the use of animal subjects, human subjects and hazardous materials;
  5. the administration and use of project funds;
  6. the employment and/or utilization of students and staff;
  7. the use of equipment and facilities.
8. If there are differences between granting agency regulations and University policies and procedures, the applicant has brought the differences to the attention of Research Services and this difference has been resolved to meet granting agency regulations.
9. If the application requires a commitment of department or university resources (e.g., space and/or equipment), this has been stated explicitly in writing to the Department Head or Equivalent.

## Department Head or Equivalent\*

*Rationale:* The Department Head or Equivalent serves as the link between the Principal Investigator's role as a researcher and the Principal Investigator's role as an employee of the University of Calgary. The Department Head or Equivalent therefore certifies, in the first instance, that the Principal Investigator holds the appropriate academic appointment. Because space requirements are normally within departmental jurisdictions and are subject to often competing demands within the unit, the Department Head's signature indicates that such space will be made available to the project, should it be successful. The signature also indicates awareness of the proposed research and approval of its going forward in the application process.

### Department Head or Equivalent signature affirms that:

1. The applicant holds a University of Calgary academic appointment at the time of application or will have such before the term of the award commences.
2. If the application requires a commitment of department or university resources (e.g., space and/or equipment) this has been stated explicitly in writing to the Department Head or Equivalent. The Department indicates that such resources can be made available in a timely fashion to the project, should the application be successful. In cases where the Department does not control space or access to equipment, the Department Head has confirmed with Institute Heads, Deans, or others in control of space and/or equipment, to ensure that it is appropriate.
3. The research to be conducted is in compliance with all applicable legal, ethical, and accountability standards and other appropriate obligations (e.g. financial requirements and Environment, Health, and Safety requirements).
4. The activities and obligations outlined in the proposal can, in principle, be fulfilled within the term of the grant as specified in the proposal.

\* In non-departmentalized faculties, the Dean or Delegate's signature will certify the aforementioned requirements.

University of Calgary  
Fall 2018

## Dean or Delegate

*Rationale:* Signature by the Dean or Delegate indicates that any required internally managed peer reviews of the proposed research have taken place and that provisions have been made for the appropriate space, equipment, and other resources to be available to the project, should the application be successful. In cases in which Executive Leadership Team Operations (ELT Ops) approval is required to assure the availability of resources, that approval has been secured. The signature also indicates awareness of the proposed research and approval of its going forward in the application process.

### Dean or Delegate signature affirms that:

1. Where a peer review of the proposal is required by the funding agency, the faculty or institute or the University, the peer review has been completed.
2. Provision has been made for all the necessary space, equipment and other facilities, if applicable.
3. The application has been approved by ELT Ops if required, as determined by the following criteria:
  - Assumption of VPR Funding.
  - Major infrastructure project requiring a large capital spend.
  - Project involves partnerships with risk potential for non-support.
  - Project overlaps a number of faculties / institutes which may have dual staff appointments or need to share space.
  - Project requiring additional or new space.
  - Project proposing separate governance structure or incorporation.
  - Project incorporates new staff requirements, i.e. tenure track positions.

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## Vice-President (Research) or Delegate\*

*Rationale:* This capping signature certifies that the proposal has received internal review and that it will receive all required and appropriate future reviews for certification. The signature indicates the university's willingness to accept and administer the award funds and to accept responsibility for its being carried out in accordance with University and Agency requirements and guidelines

### Vice-President (Research) or Delegate signature affirms that:

1. Where the applicant has brought differences between granting agency regulations and University policies and procedures to the attention of Research Services Office, these differences have been resolved to meet granting agency regulations.
2. The University has reviewed the proposal. The research project will be carried out in accordance with the policies and procedures of the University of Calgary and the granting agency within the terms of the contract or grant.
3. If applicable, the project has been or will be reviewed for all certifications including ethics, animal care and biohazards.
4. The University will accept and administer the award funds in accordance with the granting agency's terms and conditions.

\* The signature of the Vice-President (Research) is generally provided or obtained by Research Services.

University of Calgary  
Fall 2018

For more information contact:

Research Services  
(4<sup>th</sup> Floor, SMART Technologies Building)

University of Calgary  
2500 University Drive NW  
Calgary, AB T2N 1N4

[ucalgary.ca/research](http://ucalgary.ca/research)