Research Administration at McMaster University

Department of Psychiatry and Behavioural Neurosciences
April 9, 2018
Participants

- Research Office for Administration, Development & Support (ROADS):
  - Sherisse Webb, Director

- McMaster Industry Liaison Office (MILO):
  - Ryan Vieira, Contracts Advisor

- Health Research Services (HRS):
  - Catherine Gill Pottruff, Senior Advisor
Research Administration Structure

Vice-President, Research

ROADS - Res Office
Admin, Dev & Supp
Development
Administration
Non-medical
Human Ethics

Research Finance

MILO – McMaster
Industry Liaison Office
Industry Liaison/
Tech Transfer
Contracts

FACULTY OF HEALTH SCIENCES
Dean & Vice-President
Health Research
Services
Strategic Initiatives
Grants
Animal Ethics
Agreements

Health Research Finance
## Where To Go For Help

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Research Office for Administration, Development & Support (ROADS)

- encourage and assist faculty to apply for external non-industry grants to support their research activities
- assist with proposal development by reviewing applications and providing advice
- ensure that applications comply with agency and institutional guidelines and policies
- draft institutional elements for major infrastructure project submissions
- act as primary institutional contact for external granting agencies
Funding Opportunities Administered by ROADS for FHS Researchers - NSERC

- supports research whose major challenges lie in the natural sciences and engineering, including:
  - research seeking to further our understanding of fundamental processes in humans
  - animal health and veterinary medicine

- does not support research with disease-related goals:
  - including work on the etiology, diagnosis, treatment or prevention of physical or mental disease, abnormality, or dysfunction in humans
  - more info: http://science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html

- ROADS administers:
  - Discovery Grant, Research Tools & Instruments (RTI), Collaborative Research & Training Experience (CREATE), Discovery Frontiers, PromoScience, Strategic Partnership Grants for Networks
Funding Opportunities Administered by ROADS for FHS Researchers - SSHRC

- supports research in the humanities and social sciences, including:
  - Research primarily intended to add to our understanding and knowledge of individuals, groups, and societies - what we think, how we live and how we interact with each other and the world around us
- does not support research primarily intended to improve health, produce more effective health services and products and/or strengthen the health care system in Canada or internationally
  - more info: http://science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html
- ROADS administers:
  - Insight Grant, Insight Development Grant, Partnership Development Grant, Partnership Grant, Connection Grant, Partnership Engage Grant, Knowledge Synthesis
McMaster Industry Liaison Office (MILO)

- Advancing partnered/collaborative research and helping researchers obtain funding
- Assisting with proposal development and submission
- Negotiating agreements that facilitate research (including research agreements, material transfer agreements, non-disclosure agreements, MOUs and others)
- Enabling the commercialization research results
Funding Opportunities Administered by MILO for FHS Researchers - OCE

Voucher for Innovation

- **VIPI**
  - $5k company contribution leverages $20k OCE funds
  - 12 month projects

- **VIPII**
  - Minimum $25k cash from company
  - Maximum 2 year projects

Talent Edge

- **Talent Edge Internship**
  - Funds grad student projects
  - Funded in 4 month blocks
  - $5k from company leverages $10k from OCE every block

- **Talent Edge Fellowship**
  - Funds PDF projects
  - Funded in 12 month blocks
  - $25k from company leverages $35k OCE funds
Funding Opportunities Administered by MILO for FHS Researchers - MITACS

- **Accelerate**
  - Funds Graduate Students and PDFs
  - Funding in 4 months units
  - $7.5k leverages $7.5k every unit
  - Eligibility: Canadian-based companies

- **Elevate**
  - Funds PDFs for max. two years
  - $30k cash/year leverages $30k Mitacs cash
  - Faculty member must provide $5k
  - Eligibility: Canadian-based companies
The FHS Grant Process
Topics for Discussion

- Now that I’ve written my proposal, what do I do with it?
- They’ve funded me, how do I get an account?
Health Research Services

- Supports Faculty of Health Sciences only

- Pre-award Services:
  - Identification of funding opportunities
  - Provision of information sessions
  - Assistance with budget development
  - Review of grant submissions
  - Review for compliance with agency and institutional guidelines
  - Obtaining of institutional signatures
Health Research Services

- **Post-Award Services:**
  - Budget revisions and amendments
  - Ensures that researchers and the University are protected through funding agreements and compliance with agency and institutional policy
  - Processes account requests

- **General Contact Information:**
  - HSC 3H9
  - hsresadm@mcmaster.ca
  - x 21027
Health Sciences Finance

- **Post-Award Services**
  - Works in conjunction with Departmental Finance to manage the funding over the lifespan of the grant
  - Provides financial reporting as required by agencies and other sponsors

- **General Contact Information:**
  - HSC 3H9
  - hsresfin@mcmaster.ca
  - x 20780
I Need Help, FAST!

- Our HRS internal deadlines are generally two weeks prior to the agency deadline
- The more information we have, and the earlier we get it, the better we can help you
- Communication is key
Who Do I Talk To At HRS?

- **CIHR Applications**
  Lisa Hodge [hodgel@mcmaster.ca](mailto:hodgel@mcmaster.ca)
  Ashley Preston [presta2@mcmaster.ca](mailto:presta2@mcmaster.ca)

- **Agreements / Contracts**
  Caroline Woods [cwoods@mcmaster.ca](mailto:cwoods@mcmaster.ca)

- **NIH Applications**
  Serena Jennings [sjenn@mcmaster.ca](mailto:sjenn@mcmaster.ca)
  Sarah McNiven-Scott [mcnivesb@mcmaster.ca](mailto:mcnivesb@mcmaster.ca)

- **Major Projects**
  Sarah McNiven-Scott [mcnivesb@mcmaster.ca](mailto:mcnivesb@mcmaster.ca)

- **General Applications**
  Catherine Gill Pottruff [gillc@mcmaster.ca](mailto:gillc@mcmaster.ca) or Serena Jennings [sjenn@mcmaster.ca](mailto:sjenn@mcmaster.ca), (Depending on the home department of the PI)

When in doubt: [hsresadm@mcmaster.ca](mailto:hsresadm@mcmaster.ca)
Lifespan of a Grant – Part I

APPLICATION (Pre-Award)

- 3 weeks prior to sponsor deadline
  - PI submits package for Department signatures

- 2 weeks prior to sponsor deadline
  - PI submits package to HRS for institutional review and signatures

- Week of sponsor deadline
  - Submit to agency when ready
  - HRS only submits for you when the agency requires it (ie CIHR)
Submitting an Application to HRS for Review and Institutional Signatures

- The application should be fairly close to final
- Provide all the documents:
  - HRS Application Checklist, signed by PI and Chair
  - Application Form
  - Proposal
  - Budget
  - Budget Justification
  - Signature Pages
- If the application requires signatures, make sure Department sign-off is complete first
A Couple of Hints About Budgets

- Read the agency guidelines carefully to see what they consider eligible
- Some agencies allow overhead; if they do, make sure that the maximum is included
- Staffing: Use the collective bargaining salary grids and don’t forget fringe benefits on top of staff salaries
- Trainee Stipends: Generally fringe benefits are not allowed on Master’s/PhD candidate or CIHR PDF stipends
What Does HRS Do With My Application?

- Review thoroughly for content and style, as well as from the institutional point of view, and provide back comments, suggestions and reminders about agency guidelines.

- Obtain an institutional signature, usually Dr Jonathan Bramson, FHS Associate Dean – Research.

- Enter the proposal into MOSAIC as a draft.
What About Trainee Awards?

- Undergraduate studentships and Post Doc fellowships come through HRS

- Graduate scholarships that are stipend only go to the School of Graduate Studies at the application stage

- Graduate scholarships that have a stipend and a research allowance come through HRS at the application stage
My Application Has Been Funded! Now What Happens?

- Operating funds for FHS researchers almost always come through HRS
- Trainees are permitted to hold funding in their own names, if they are the primary applicant
Lifespan of a Grant - Part II

AWARD (Post-Award)

Immediately upon award
- If requested, PI replies with acceptance
- Many agencies require proof of ethics approvals before they will release funds
- Contact your Senior Grants Advisor in HRS with the good news
What Does HRS Need For An Account?

- HRS Account Request form
- Award Letter
- Signed Acceptance, if required by agency
- Final Application/Proposal/Budget
- Revised Budget, if the award amount is different from what you asked for
- Ethics Approvals
A Quick Note About Ethics

- There are several ethics/approval boards here:
  - HIREB, AREB, MREB, Biohazard, Health Physics

- Documents required
  - Original approval
  - Current annual approval

- Biohazard approval is now project-based (BHA)

- Ethics approvals take time
What Does HRS Do With The Award?

- Review it for completeness, ensuring we have all the information we need
- Review any contracts or agreements with the sponsor and obtain institutional sign-off
- Process the account opening request
- Hand it over to Health Sciences Finance to activate the account
- Update accounts as needed – no cost extensions, additional funding etc
Lifespan of a Grant - Part III

FINANCIAL MANAGEMENT (Post-Award)

- HSF works with the PI and Department Finance staff to manage the account for the life of the grant
  - Psychiatry’s Research Finance Accountant is Mahnoor Osmani osmanim@mcmaster.ca

- PI is responsible for any required reporting
  - Progress and Final Narrative Reports
  - Financial Reports
Research Agreements and Contracts

- All incoming and outgoing funds that require an agreement between us and another site must be reviewed by the Contracts Officers

- Incoming funds: Request a draft agreement from the source

- Outgoing funds: Agreement is drafted by the Contracts Officer

- All agreements need institutional sign off
What Doesn’t Get Handled by HRS?

- Industry Sponsored Clinical Trials: HHS/SJH
- Clinical Trial Site Agreements: HHS/SJH
- Service Agreements: MILO/Legal Affairs
- Ontario Graduate/Vanier Scholarships: SGS
- NSERC / SSHRC: ROADS at application
- Education (with no research component): Dept
It’s Not The End of The World If You Aren’t Funded (This Time)

- In the last CIHR Project Grant Competition, the Canada-wide success rate was about 15%
- Use the reviewers’ comments to improve your next submission
- You will learn something new with every application
“You have to have a thick skin, and remember that it’s very uncommon to be successful on a first try for funding; you have to be able to bounce back, take the criticism, implement it and keep trying – a combination of hard work, dedication and stubbornness!”

Dr Rich Whitlock
Cardiac Surgeon