

HRS PROCESS

HRS would like to help streamline research requests and process requests more efficiently.

All NEW requests must be sent to HRS Intake (hsresadm@mcmaster.ca) to be assigned to a Senior Grant Advisor or Agreements Officer. All other information should be sent to the HRS staff that requested it.

Please include the following information with **all** requests?

1. Indicate the nature of the request for the documents that are being sent (i.e., New Research Application, New Research Account Request, Amendment for Existing Account, or Agreement) .
2. Include the name of the PRINCIPAL INVESTIGATOR and SPONSOR. This should be indicated in the subject line of the email (i.e. RE: PI-Surname: CIHR, Account Request)

The following documents are required:

1. **NEW RESEARCH APPLICATION**

Please submit the following documents to HRS 2 weeks prior to Sponsor Application deadline:

- a) HRS APPLICATION CHECKLIST (signed by PI and Department Chair)
- b) Copy of the Research Application
- c) Budget

2. **NEW RESEARCH ACCOUNT**

- a) HRS ACCOUNT REQUEST (signed by PI and Department Chair)
- b) Award Notice/Letter
- c) Copy of the Research Application
- d) Budget
- e) Ethics Approval Letters (i.e, AREB, HiREB and/or Biosafety)

3. **AMENDMENTS**

- a) Please include the PI Name
- b) Sponsor's Name
- c) Account Number
- d) Project Title
- e) Supporting Documents (i.e., sponsor notification, email approval, revised documents related to the change)
- f) Brief explanation of how you would like the Research Account to be amended.

4. **AGREEMENTS**

Please send all Research Agreements to HRS to be reviewed by Caroline Woods (cwoods@mcmaster.ca) or Christina Chrysler (chrysl@mcmaster.ca). If the agreement is for a new Research Funds, HRS also requires the following before the account can be opened:

- a) HRS ACCOUNT REQUEST FORM
- b) Copy of the Fully Executed Agreement
- c) Copy of Ethics Approval Letter