



Research Administration at McMaster University

Department of Psychiatry and Behavioural Neurosciences

April 9, 2018

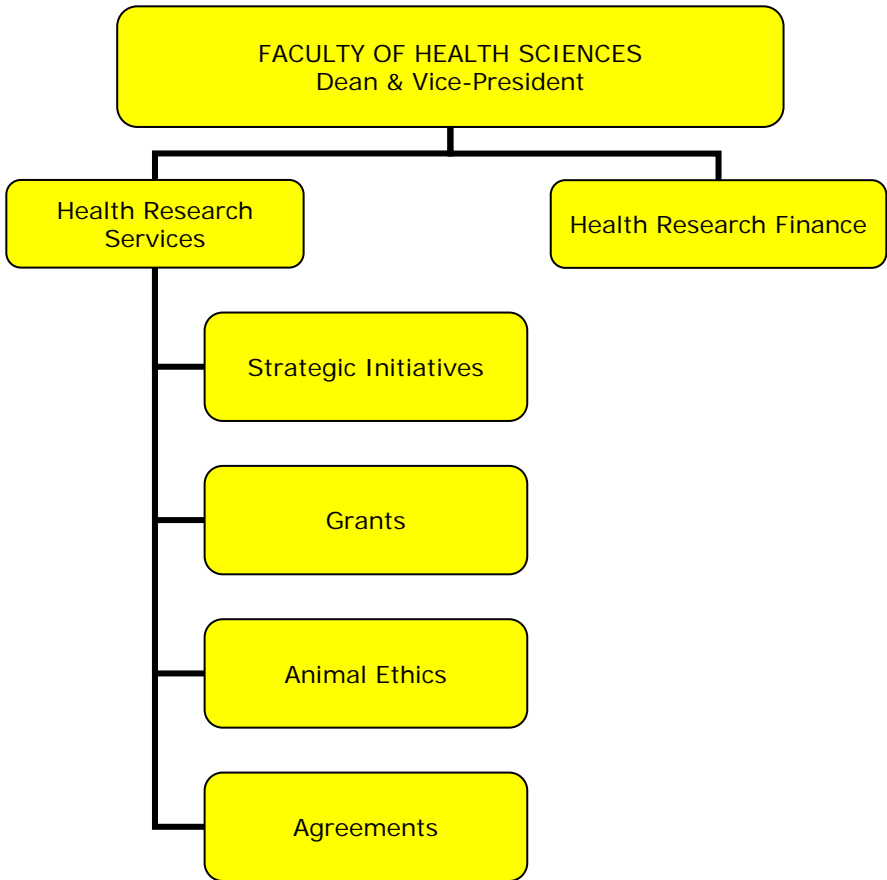
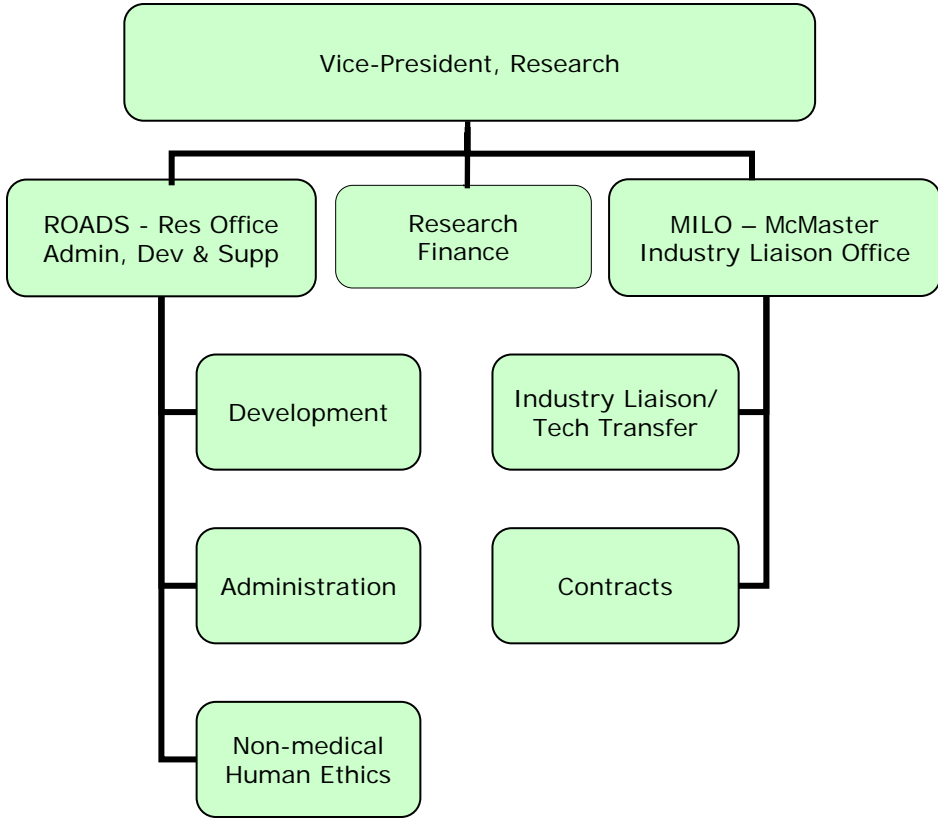


Participants

- 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





Where To Go For Help

	Health Sciences	Other Faculties
CIHR	HRS	ROADS
NSERC (Grants)	ROADS	ROADS
NSERC (Partnerships)	MILO/ROADS	MILO/ROADS
SSHRC (All)	ROADS	ROADS
CFI, ORF-RE, ERA	HRS + ROADS	ROADS
OCE, MITACS	MILO	MILO
Industry – Research & Service	MILO	MILO
Non-profit organizations	HRS	ROADS
Industry - Clinical Trials	HRS	n/a
Licensing & Start-up support	MILO	MILO



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

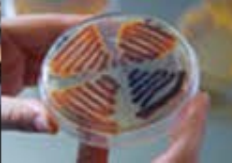


The FHS Grant Process



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
Health Sciences Finance





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

Ashley Preston presta2@mcmaster.ca

- **Agreements / Contracts**

Caroline Woods cwoods@mcmaster.ca

- **General Applications**

Catherine Gill Pottruff gillc@mcmaster.ca or Serena Jennings sjenn@mcmaster.ca,
(Depending on the home department of the PI)

- **NIH Applications**

Serena Jennings sjenn@mcmaster.ca

Sarah McNiven-Scott

mcnivesb@mcmaster.ca

- **Major Projects**

Sarah McNiven-Scott

mcnivesb@mcmaster.ca

When in doubt:

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**