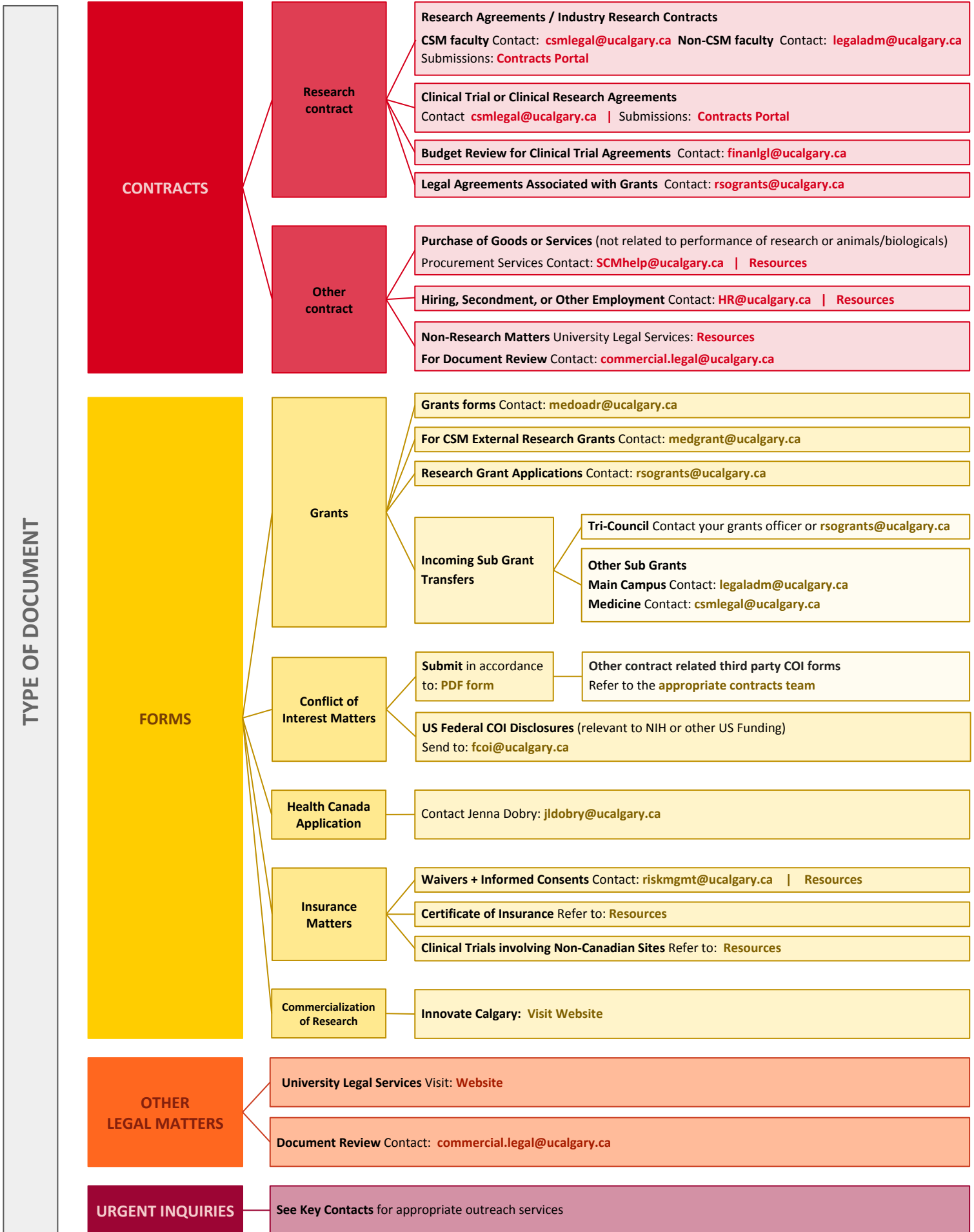


CSM Directing Documents | Quick Reference Guide



Directing Documents

The goal of this document is to provide an overview of contacts and resources so faculty and staff members can ensure documents are directed to the correct legal or other support team individuals BEFORE they are provided to a University of Calgary (“UCalgary”) executive with the power to sign on behalf of the UCalgary. Signing authorities should be contacted in a different way. The established process requires that contracts/documents are submitted to the appropriate team so that a proper review and due diligence is performed before being provided to a senior official for signing.

For a quick overview of the various teams contact information please go to [Key Contacts](#).

I. KEY QUESTIONS TO CONSIDER WHEN DETERMINING SUBMISSION PROCEDURES

1. Is it a [contract](#)? If not, and it requires an institutional signature it will be considered a [Form](#).

A. Contracts

Is it a [Research Contract](#) ? If yes, please refer here to determine your [Appropriate Research Contract Team](#). If it is not a Research Contract, then please click here for [Other Common Related Contracts](#).

B. Forms

This group refers to documents which require a signature on behalf of UCalgary. Internal forms which only require information from staff or faculty members themselves are not addressed in this section.

1. Is the document related to a [Grant](#)?
2. Is the document related to a [Conflict of Interest Form](#) of any type?
3. If it is related to an existing contract (i.e., required as part of performance of the contract) or is requested information for an intended contract or grant? then please refer it to the [Appropriate Research Contracts Team](#).
4. Is it a Health Canada Application Form? If yes, please contact Jenna Dobry jldobry@ucalgary.ca.
5. Is it an [Insurance](#) related form, inquiry, or request for certificate?
6. Is the document related to commercialization of research? If yes, please refer to guidance from Innovate Calgary - <https://www.innovatecalgary.com>

C. OTHER

If it is not listed within the two above categories, please refer to [University Legal Services](#) as they handle all matters not specifically addressed by other groups.

D. URGENT INQUIRIES

For urgent inquiries it is recommended that you contact the lead of CSM Legal, Research Services Office (RSO) Legal and IP Services, or RSO directly as most appropriate so they may advise. See [Key contacts](#).

II. KEY CONTACTS

These groups are key to research contracts and forms. The indicated contacts are operational level leaders close to those that review contracts and documents.

CSMLegal: csmlegal@ucalgary.ca

Website: <https://cumming.ucalgary.ca/research/csm-legal/home>

Lead: Stephen.harris@ucalgary.ca

Document execution: csmlegalsigning@ucalgary.ca

Clinical Budget: finlgl@ucalgary.ca

Research Services Office Legal and Intellectual Property Services:

Website: <https://research.ucalgary.ca/contact/research-services>

General Legal Inquiries: legaladm@ucalgary.ca

Lead: glenda.summers@ucalgary.ca

Research Services Office:

Website: <https://research.ucalgary.ca/contact/research-services>

General Inquiries: rsogrants@ucalgary.ca

Lead: tlier@ucalgary.ca

RSO Handbook: <https://research.ucalgary.ca/sites/default/files/RSO%20Docs/RSO-Handbook-Winter-2020.pdf>

University of Calgary International:

Website: <https://www.ucalgary.ca/international/global-partnerships/international-agreements>

Contract specialist: seamus.moriarty@ucalgary.ca

Advancement:

Website: <https://ucalgary.ca/advancement#our-departments>

Director Gift Processing: hanan.arsany@ucalgary.ca

Procurement Services:

Website: <https://www.ucalgary.ca/finance/about/our-team/supply-chain-management-team/scmhelp@ucalgary.ca>

Associate Director Procurement Services: johnathan.morrison@ucalgary.ca

Human Resources:

Website: <https://www.ucalgary.ca/hr>

Phone: 403.210.9300

E-mail: hr@ucalgary.ca

University Legal services:

Website: <https://www.ucalgary.ca/legal-services>

For document review, email Corporate Commercial Legal Services at commercial.legal@ucalgary.ca

Innovate Calgary:

Website: <https://www.innovatecalgary.com>

III. DEFINITIONS

Contract: A contract is a document that creates binding rights and obligations for parties. The various legal groups will address contracts between UCalgary and one or more outside parties.

Research Contract: Common research contract categories are listed at <https://cumming.ucalgary.ca/research/csm-legal/getting-agreements-signed/types-agreements-our-office-handles>. Regardless of the title of your document, if its content would classify it as one of these agreements then it is a research contract to be handled by the [Appropriate Research Contract Team](#).

Other Common Related Contracts: If the contract is for the purchase of a good or service, other than the actual performance of research or the purchase of test animals/biologicals, then this is handled by [Procurement Services](#).

If the contract relates to any hiring, secondment, or employment matter please contact [HR](#) or your assigned HR advisor or partner. If the contract relates to the provision of training or education to research faculty or staff, work with your HR partner to engage Procurement Services as needed.

If the contract relates to non research matters, please contact [University Legal Services](#).

Forms: The term “Form” refers to any document that requires an institutional signature from the UCalgary but is not a contract. These can include any documents requiring a UCalgary signature to confirm the accuracy of the information or to give any forms of certifications. Please review your document carefully and understand that individual researchers have no authority to execute documents on behalf of UCalgary. However, they may sign documents when such information or certification is requested of them directly as a researcher.

Appropriate Research Contracts Team

For signature and review on research agreements/industry research contracts: CSM faculty members, CSM appointments, or if you are conducting Clinical research, contact CSM Legal at csmlegal@ucalgary.ca. All other faculty should reach out to RSO Legal and IP Admin at legaladm@ucalgary.ca.

For signature and review on clinical trial agreements or clinical research agreements This means any research involving examination, testing, or observation for health reasons or any medical intervention on human subjects and any research where personal health information (data) is being accessed, received, or provided): Please contact CSM Legal at csmlegal@ucalgary.ca regardless of your faculty appointment. Please use the contracts and forms portal at <https://cumming.ucalgary.ca/research/csm-legal/home>.

Budget review for clinical trials agreements: Please contact CCCR cccr@ucalgary.ca

Legal agreements associated with Grants: RSO grants team will liaise with relevant legal team, but first point of contact to get signatures should be RSO grants. Either connect directly with the relevant grants officer that you worked with at application/notice of award or please contact rsogrants@ucalgary.ca.

For more details on the varied grants go to [Details on Grants](#).

Conflict of Interest

The University of Calgary form is found here

<https://www.ucalgary.ca/hr/sites/default/files/teams/239/conflict-of-interest-disclosure-form.pdf> and should be filed in accordance with the instructions contained in the form.

Conflict of Interest forms are to be provided directly to contracting parties and should generally be provided to the [Appropriate Research Contracts Team](#) handling the underlying contract.

United States Federal conflict of interest disclosures relevant to NIH or other applicable US funding should be submitted to Financial Conflict of Interest fcoi@ucalgary.ca

Insurance

To administer waivers and informed consents see here <https://www.ucalgary.ca/risk/risk-management-insurance/services/waivers>. Email is riskmgmt@ucalgary.ca

If you require a certificate of Insurance go to: <https://www.ucalgary.ca/risk/risk-management-insurance/insurance/certificates-insurance>

If you plan to do a clinical trial involving non-Canadian sites go here

<https://www.ucalgary.ca/risk/risk-management-insurance/insurance-coverage-to-determine-your-insurance-coverage-needs-and-to-obtain-a-cost-estimate>.

Details on Grants

For CSM External Research Grants, please contact medgrant@ucalgary.ca.

Research Grant Applications: Please contact rsogrants@ucalgary.ca

For more information about requirements for external grants see this site

<https://cumming.ucalgary.ca/research/funding-opportunities/faculty-external-funding>

Grants forms: Please contact medoadr@ucalgary.ca

- Canada Foundation for Innovation John R Evans Leaders Fund (CFI JELF grants) IPD (Confirmation of Award Conditions & Research Funding Application Approvals)
- Canada Research Chairs (CRCs)
- Letters of Support for funding applications
- National Institutes of Health (NIH) Research Grant Approval Forms
- ACF/ AHS Notices of Award
- Endowment (CSM) competitions

Incoming sub grant transfers:

For Tri-Council either connect directly with the relevant grants officer that you worked with at application/notice of award phase or please contact rsogrants@ucalgary.ca

Sub grants (other) please contact legaladm@ucalgary.ca for main campus and csmlegal@ucalgary.ca for medicine.

National Institutes of Health (NIH): For queries on applications, sub-recipient questionnaires, grant agreements please contact nihgrant@ucalgary.ca.

Industry funded grants (including industry associations): Please contact legaladm@ucalgary.ca for main campus and csmlegal@ucalgary.ca for CSM.

For Agreements related to Western Economic Diversification, Genome Canada and Genome Alberta, Canada Foundation for Innovation (CFI), Alberta Economic Development, Trade and Tourism (EDTT, New Frontiers in Research Fund (NFRF), NSERC's CREATE program, and SSHRC Partnership Grants and Partnership Development Grants please contact ipd@ucalgary.ca

IV. ADDITIONAL RESOURCES

Trainees applying for funding to support research activity:

Undergraduate student For CSM please contact bhsc@ucalgary.ca
(For other faculties, please contact RSO at rsotraineer@ucalgary.ca

Graduate students For CSM please contact GSE at awardsgse@ucalgary.ca / medgse@ucalgary.ca. For other faculties, please contact FGS gsaward@ucalgary.ca

Postdoctoral researcher: For CSM please contact OADR medgrant@ucalgary.ca
For other faculties, please contact RSO at rsotraineer@ucalgary.ca

For further information please visit <https://cumming.ucalgary.ca/research/funding-opportunities/post-doctoral-funding>

Clinician fellow or other trainee(s): For CSM please contact CSM at medgrant@ucalgary.ca. For other faculties, please contact RSO at rsotraineer@ucalgary.ca

Finance forms – Cumming School of Medicine only:

Please contact medoadr@ucalgary.ca

- Project Request Forms (PRFs)
- Project Update Request Forms (PURFs) in the following cases: PURFs for Department Heads/ Institute Directors as project holders/changes in Department ID/ Project holder change for donations
- Approvals of Pre-Funding
- Authorized Over-Expenditure Forms

Research Funding Application Approvals (RFAA):

Most grant applications no longer require this form, as they should be submitted through the [Research Management System](#). If you were directed to use the RFAA form, please submit the form to your contact in RSO or email rsogrants@ucalgary.ca.

Project set up forms for all other UofC faculties:

For processing, please contact rsogrants@ucalgary.ca.

For further information on the RSO services please see the RSO handbook

<https://research.ucalgary.ca/sites/default/files/RSO%20Docs/RSO-Handbook-Winter-2020.pdf>.