UNIVERSITY OF
CALGARY

Alberta Health
Services

OFFICE OF SURGICAL RESEARCH
Department of Surgery

RESOURCE MANUAL

V1.0 March 5, 2019

Resource Manual
Department of Surgery

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The Office of Surgical Research

Mission:

The Office of Surgical Research (OSR) exists to help surgeons achieve research excellence. By fostering and facilitating programs aligned with the four pillars of research strength within the Department of Surgery, the OSR will educate, promote, and invest in surgeons working in teams on innovative and impactful research.

Values of the OSR:

1. A culture that recognizes that surgeons' contribution to research is critical to forwarding our specialty and improving quality care.
2. An opportunity for collaboration with other surgeons, researchers and institutes.
3. A strategy of timely communication of grant opportunities and deadlines.
4. A milieu that celebrates grant and publication successes.
5. An environment that provides time and space for research endeavors.
6. An opportunity to showcase research and to form inter-specialty linkages.
7. An atmosphere of accountability for grant funds and for objective measurement of productivity.
8. An OSR support team that minimizes frustrating barriers from side-tracking researchers.

For more information on the direction and goals of the Office of Surgical Research, please refer to the Office of Surgical Research "Refresh", the Strategic Plan of the OSR for 2018-2023.

Team:

Director – Claire Temple-Oberle, MD MSc FRCSC
Claire.Temple-Oberle@albertahealthservices.ca

Research Facilitator – Maria Fernando, PhD BSc
Maria.Fernando2@albertahealthservices.ca, 403-944-3577

Biostatistician – Kimberly Rondeau, MSc BSc
Kimberly.Rondeau@albertahealthservices.ca

Administrative Coordinator – Carlos Viera
Carlos.Viera@albertahealthservices.ca, 403-944-2373

The general email address for the Office of Surgical Research is osr@ucalgary.ca.

Statistical Support:

The OSR currently employs a biostatistician, Kimberly Rondeau, to support researchers with study design and analysis. If you would like to receive her assistance, please complete the Statistical Support Request survey which can be found here. The OSR will contact you shortly after the submission of the request.

Completion of the survey allows us to triage requests easily, and will also help us determine whether providing this service through the OSR is useful on an ongoing basis.

The Cumming School of Medicine

Overview:

The Cumming School of Medicine (CSM) is a research-intensive medical school and national leader in brain and mental health, chronic disease and cardiovascular sciences. There are a number of research services and funding opportunities available through the CSM. In addition, a number of resources can be accessed through the CSM faculty and staff intranet. Your login information will be your U of C username and password. If you have any issues logging in, please contact itsupport@ucalgary.ca or j.slobozian@ucalgary.ca.

Key Contacts – Office of the Associate Dean (Research):

Grant Development & Research Facilitation –
- Research Facilitator: Jenna Slobozian, 403-210-7299
- Research Grant Development Officer: Ryan Gabel, 403-210-7262

Legal, Research Services (CSM Legal) –
- General Inquiries: csmlegal@ucalgary.ca, 403-210-7813
- Manager (Urgent Matters): Veronica de la Rosa, 403-210-7754
- Contract Specialists: Farzana Gohar and Aga Kular

Key Contacts – Clinical Research:

Calgary Centre for Clinical Research -
- Associate Dean (Clinical Research): Dr. Derek Exner, 403-210-9663
- Director – Clinical, Health Services and Population Health Research: Sabine Moritz, 403-220-8754
- Financial Research Advisor: Sarah Ullah, 403-210-6974

Clinical Research Unit –
- cru@ucalgary.ca, 403-210-3845

Quality Assurance (Clinical Research)
- Quality Assurance and Regulatory Compliance Specialist: Linda Longpre, 403-220-6470

Cumming School of Medicine - Internal Funding Opportunities:

Clinical Research Fund –

- The CRF is a funding opportunity presented by the CSM and Alberta Health Services. The goals of this fund are to 1) increase the number of high impact, U of C-led clinical research studies, 2) increase U of C success in attracting Tri-Council funding for clinical studies and 3) improve the Alberta health system and the health of Albertans.
- Funds are available to support high impact clinical studies that improve health or influence clinical practice and health-care delivery.
- There are three levels of grant available:
  - Pre-Submission Grants (up to $10,000 available) – applications accepted throughout the year
  - Seed Grants (up to $50,000 available) – accepted twice annually (July 15, December 15)
  - Major Grants (up to $300,000 available) – deadline is October 15, matching funds are required
- Application forms can be found through the Clinical Research Unit Fluid Review site, found here.

Research Enhancement Program –

- Small grants of up to $5,000 to fund training in new techniques and methodologies that will enhance research endeavours
- Funds can be used to cover courses/workshop attendance, development of animal models (i.e. transgenic animals), etc. Please contact j.slobozian@ucalgary.ca to enquiry if your proposal would be eligible for funding.
- Cannot be used for salary support for staff or trainees, to top up existing grant funds, to attend a conference or to replace equipment
- You are not eligible to receive this funding if you currently hold bridge funding from CSM

Institute Membership

Within the Cumming School of Medicine (CSM) are seven thematic institutes that support the mission of the CSM and the University of Calgary. The seven institutes are:

- Alberta Children's Hospital Research Foundation (ACHRI)
- Arnie Charbonneau Cancer Institute
- Calvin, Phoebe and Joan Snyder Institute of Infection, Immunity and Inflammation
- Hotchkiss Brain Institute
- Libin Cardiovascular Institute of Alberta
- McCaig Institute for Bone and Joint Health
- O'Brien Institute for Public Health

Institute membership is *highly* encouraged for all Department of Surgery members. Membership provides access to many opportunities and services, including internal grant competitions, graduate student & postdoctoral fellow support, core facilities and internal peer review programs.

Below you will find a brief overview of the mission of each institute, key contacts and instructions for how to become a member.

Alberta Children's Hospital Research Institute (ACHRI)

Mission:
- The mission of ACHRI is to foster healthy biological and psychosocial trajectories for babies, children and youth through excellence in research, innovation, knowledge translation and education
- There are three priority research themes within the institute:
    o Behaviour and the Developing Brain
    o Healthy Outcomes; and
    o Genes, Development and Health

Membership:
- Please complete this form and send it, along with the supporting documents mentioned in the form, to research4kids@ucalgary.ca.
- Applications are reviewed on a monthly basis
- To review the membership expectations and guidelines, please click here.

Key Contacts:
- Director: Dr. Susa Benseler
- Scientific Director: Dr. Naweed Sayed
- Grants Coordiantor: Kathy Gratton, 403-210-8198
- Additional contact information can be found here.

Internal Funding Opportunities:
- Matching Funds – For grant applications requiring matching funds, ACHRI accepts funding requests from all full members.
- Bridge Funding – Available to all full members who participated in an internal peer review (through ACHRI or any other affiliated institute, faculty or department) prior to submission of a CIHR Project Grant.

Additional Support:
- All ACHRI members have access to **six hours of free research methods consultation per project,** after which additional services are $50/hour.
- Members of the ACHRI Health Outcomes Theme, Section of Neonatology and Department of Obstetrics have access to biostatistical support. Other members of ACHRI can utilize this service on a cost-recovery basis.

Arnie Charbonneau Cancer Institute

Mission:
- The mission of the ACCI is to support research that addresses the biological and therapeutic challenge of cancer, the population and public health challenge of cancer, and the personal, family and societal challenge of cancer.
- Graduate students affiliated with the ACCI would normally be registered with the Biochemistry and Molecular Biology graduate program or the Medical Sciences (Cancer Biology) graduate program. Both programs are in the Cumming School of Medicine.

Membership:
- Please complete this form and send it, along with a copy of your CV, to Carmen Coelho.
- To review the membership expectations and guidelines, please click here.

Key Contacts:
- Director: Dr. Gregory Cairncross
- Deputy Director: Dr. Jennifer Chan
- Lead, Research Strategy and Partnerships: Melissa Shea-Budgell, 403-220-2271
- Grants Administrator: Michael O'Connell, 403-210-8746
- Additional contact information can be found here.

Calvin, Phoebe and Joan Snyder Institute for Chronic Diseases

Mission:
- The mission of the Snyder Institute is to make discoveries that will improve the lives of chronic disease sufferers.

Membership:
- To apply for membership, please submit a CV along with a cover letter stating your research and its alignment with the Snyder Institute to Hayley Bell. Please indicate if you are applying for full or associate membership.
- To review the membership expectations and guidelines, please click here.

Key Contacts:
- Director: Paul Kubes
- Co-Director: Shalina Ousman
- Communications Advisor: Caitlyn MacDonald, 403-220-4574
- Additional contact information can be found here.

Additional Support:
- Members of the Snyder Institute have access to state of the art core facilities, including the Live Cell Imaging Facility, the Nicole Perkins Microbial Communities Core Lab and the Mouse Phenomics Resource Laboratory. Snyder Institute members also have access to the International Microbiome Centre, a 10,000-square-foot germ-free facility.

Hotchkiss Brain Institute

Mission
- The mission of the HBI is to inspire discovery and apply knowledge towards innovative solutions for neurological and mental health disorders

Membership
- To apply for full or associate membership, please complete the application form (full or associate) and submit, along with a CV and electronic photo to hbi@ucalgary.ca. Applications will be reviewed at the HBI Executive Committee Meeting (meetings are held monthly from September to June).
- To review the membership expectations and guidelines, please click here.

Additional Resources
- Members of the HBI have access to three core facilities: Molecular Core Facility, NeuroImaging Research Unit, HBI Core Facility

Libin Cardiovascular Institute

Mission
"The institutes mission is to model a program of cardiovascular care from health promotion and disease prevention, through diagnosis and treatment, to rehabilitation and palliation in an environment that fosters the generation of new knowledge and education of new practitioners and scientists."

Membership
- To apply for membership please send a letter of application indicating intent for full or associate membership, a CV and contact information for two references to libin@ucalgary.ca.
- To review membership expectations and guidelines, please click here.

McCaig Institute for Bone and Joint Health

The McCaig Institute is multidisciplinary, with faculty and trainees in the Cumming School of Medicine, the Faculty of Veterinary Medicine, the Schulich School of Engineering, the Faculty of Nursing and the Faculty of Kinesiology and the University of Alberta's Faculty of Rehabilitation Medicine.

Membership
- To apply for membership, complete this application form and submit, along with a CV and headshot to McCaig@ucalgary.ca
- Membership guidelines can be reviewed here.

Internal Funding Opportunities
- There are a number of internal funding opportunities that are offered through the McCaig Institute, including the Encore Catalyst Awards which provide $30,000 to stimulate new and novel research, and the Clinician-Scientist Collaboration Seed Grant which provides $10,000 to promote collaborative grants between scientists and clinicians.

O'Brien Institute for Public Health

Mission:
- The goal of the IPH is to ensure health research knowledge is translated into new models of care and changes to health policy, to benefit people across the country. The mission is to produce evidence that informs health policy and practice.

Membership:
- Please complete the Membership Form, and submit the completed form to iph@ucalgary.ca. Please state Membership Application or Membership Update in the subject line.
- To review the membership responsibilities, please click here.
  * Trainees and research staff whose supervisors are members of the O'Brien Institute for Public Health are welcome to join the IPH as affiliate members. Please send the names of interested trainees and staff to email iph@ucalgary.ca.*

Key Contacts:
- Scientific Director: Dr. William Ghali
  o Administrator: Karen Green, 403-210-9422
- Associate Scientific Director: Dr. Melanie Rock
  o Administrator: Lydia Vaz, 403-220-6845
- Administrative Director: Dr. Jamie Day, 403-210-6153
- General Email: iph@ucalgary.ca

Internal Funding Opportunities:
- Catalyst Funding:
  o For well-developed projects in the early stages of research or research translation activities
  o Designed to leverage larger, competitive external funding
  o Rolling deadline

Grant Applications

Finding Grant Opportunities:

- The Funding Deadline Calendar, which contains a list of commonly held grants at the University of Calgary along with their associated deadlines, is a useful resource for finding funding opportunities. A detailed user guide can be found here.

Funding Deadline Calendar

This calendar lists the most commonly held grants at the University of Calgary, and their associated deadlines.

Unless otherwise noted, the Grants and Awards Division in Research Services has a **standard internal deadline of noon, two business days in advance of the funding agency deadline**, to receive grant applications for review and approval. Exceptions will only be made with approval of your Associate Dean (Research). The two-day deadline is intended to allow the maximum time for applicants to work on their applications, while ensuring that Research Services will be able to complete a basic review of the application and secure institutional signatures in a timely fashion. Applicants can still receive an **optional** detailed administrative review, provided that a complete copy of the application is submitted at **least two weeks in advance of the funding agency deadline** to allow for feedback and revisions.

Please click on the competition links for further details, internal deadlines, submission processes, and more. Deadlines indicated below are the **sponsor deadlines** and are subject to change without notice. Please note that this is **NOT a comprehensive listing** as new funding opportunities can be announced throughout the year.

Institutional Programs are subject to institutional quotas and/or pre-approval through the faculty, SUPPORT and the VPR and include the CFI, Genome Canada, WD, NCE and major Tri Council grants. For information on these programs, please visit Institutional Programs or contact ipd@ucalgary.ca.

For further assistance, please contact the **Research Grants Assistant** or review the **User Guide**

| Search anything, e.g. competition title, research topic | ➕ Show search options |

- If you are applying for a grant opportunity, search for the opportunity in the funding calendar. For example, the Canadian Orthopaedic Research Legacy Grant:

| Canadian Orthopaedic | ➕ Show search options |

COMPETITION TITLE	SPONSORED BY	PRE-APPLICATION REQUIRED	PRE-APPLICATION DEADLINE	SPONSOR APPLICATION DEADLINE	FUNDING KEYWORD
Canadian Orthopaedic Research Legacy Grant	Canadian Orthopaedic Foundation	X		31 Oct 2018	Surgery, Surgeon, Pilot, New Investigator

- Clicking on the competition title will take you to the funding calendar entry, which contains information regarding the grant competition and information regarding the internal U of C processes. The internal processes are described in detail below, but briefly, **all grant applications must be reviewed by the Research Services Office (RSO) at the University of Calgary**. This includes full grant applications **and** letters of intent. Please see pages 21-23 for in-depth details regarding the internal form and the submission process.

* It is not possible for the Research Services Office to collate all grant opportunities in the funding calendar. If you have questions about a grant opportunity that is not in the funding calendar, please direct them to the general RSO email at rsogrants@ucalgary.ca or call 403-220-2108.

*You can sign up to receive Research Communications (containing funding calls, details on workshops, information sessions, etc.) by adding your email address to the fo-L mailing list here. Communications are sent every Tuesday and Thursday.

External Grant Applications:

- External grants refer to grants submitted to agencies outside the University of Calgary. Any applications submitted to an external agency must be reviewed by the Research Services Office (RSO). This includes Letters of Intent in addition to full grant applications.
  *If you have already submitted an RFAA for an LOI, you will still need to submit a new RFAA if you are invited to full proposal.

- To facilitate the review process, you **must** submit your complete and final application, along with a completed Research Funding Application Approvals (RFAA) form to RSO by **noon, two business days** before the agency deadline. Applications should be submitted through the Electronic Submission Tool, after which they will be triaged by RSO and forwarded to the appropriate Research Grants Officer (RGO) for review. See below for details on how to complete the RFAA (page 16) and how to submit through the EST (page 17).

- The RFAA requires four key signatures. The rationale has been summarized below, extended details can be found in the University of Calgary document "What Grant Signatures Mean".
  - **Signature 1: Principal Investigator (You)** – Confirms the PI takes responsibility for the content of the application and for carrying out the research in accordance with the regulations of the university and the project funder.

  - **Signature 2: Department Head or Equivalent** – Certifies that the PI holds appropriate academic appointment, space will be made available to the project and indicates awareness of the proposed research and approval of its going forward.

    - **Department of Surgery: Dr. Sean Grondin**
    - **Deputy Department Heads: Dr. Mary Brindle, Dr. Elijah Dixon**
    - To obtain signatures, please email your complete RFAA signed by yourself (the PI), to Jerilee Paredes at Jerilee.Paredes@albertahealthservices.ca. In the absence of Dr. Grondin, Dr. Brindle or Dr. Dixon will be able to sign the RFAA.

  - **Signature 3: Dean or Delegate** – Confirms that provisions have been made for the appropriate space, equipment, etc. should the application be successful. The signature also indicates awareness of the proposed research and approval of its going forward in the application process

    - **Dean of Medicine: Dr. John Meddings**
    - **Delegate: Dr. Raymond W Turner (Associate Dean, Research)**
    - Dr. Turner has been delegated signing authority. To obtain his signature, send your RFAA to medgrant@ucalgary.ca. Once it is signed, MedGrant will send the RFAA to rsogrants@ucalgary.ca (you will be cc'd on the email).

- o **Signature 4: Vice President (Research) or Delegate** – Certifies that the proposal has received internal review and 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. *This signature can only be obtained after RSO has completed their review.*
  - **Interim Vice President (Research): Dr. Andre Buret**
  - **Delegate: Lorna Very, Director, Grants, Awards and Ethics at Research Services**
  - Once your application has been reviewed and Ms Very has signed off, RSO will send the signed copy back to you. At this point you may submit the application to the agency at your discretion. It is recommended that you keep the RFAA for your own records.

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

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Research Funding Application Approvals

Project Details   *Agency deadline, not RSO deadline*

Funding Agency   Alberta Health Services   08 | 10 | 18
                                                                      dd | mm | yy

Funding Program Name   Surgery SCN Seed Grant

UofC Principal Investigator   Claire Temple-Oberle   Appointment   Professor

Dept/Faculty   Surgery   *If you have multiple appointments, list the department where you will hold the award*

UofC Co-Investigator(s) (if any) _____

Project Title   OSR "Refresh" Funding

Award Type: Grant ☑ Contract ☐ Letter of Intent ☐ Other _____ Overhead rate (If applicable) _____ %

If this is a contract it will go through CSM Legal (csmlegal@ucalgary.ca)   *General overhead rate is 25%*
Failure to complete this section will result in this form being returned to you for completion and may delay the submission of your application.   *for grants, contact RSO if you*

Does this research involve human subjects? No ☑ Yes ☐   *If you have NOT*   *have questions*
                                                   Certification Number(s), if known   *budgeted for insurance and you will be enrolling subjects from outside Canada in any clinical trials, please visit HERE for insurance estimates*

-> 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 ☐   *Please visit HERE for information about the CHREB review fee*   *For example, this departmental contribution would require an award letter or confirmation letter/email/etc from Dr. Grondin*
-> 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 select any "special requirements", you must provide confirmation

Special Requirements* (known at the time of application)	No	Yes	If yes, provide details (attach additional pages if necessary):
Additional space or facilities	☑	☐	
Course release time	☑	☐	$1,000,000 cash contribution from Department of Surgery
Faculty/Dept. contributions (financial or in-kind)	☐	☑	
Grant of IP rights to a sponsor/agency	☑	☐	

* 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.

Dr. Turner's signature can be obtained by emailing the completed RFAA to medgrant@ucalgary.ca. They will send it to rsogrants@ucalgary.ca for review and institutional approval

UofC Principal Investigator		
Name Dr. Temple-Oberle	Signature	Date
UofC Department Head		
Name Dr. Grondin	Signature	Date
UofC Dean/Associate Dean		
Name Dr. Turner	Signature	Date
UofC Research Services		
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

Using the Electronic Submission Tool:

1. Agency *
- Select -
Please choose from the drop down list. If the agency you are applying to is not in the list please select Other.

Other

If you selected Other please indicate the full name of the agency.

Trainee Application

☐ Trainee Application

Specify if this application is for an externally-funded trainee award (undergraduate, graduate, or postdoctoral) that requires an institutional signature.

2. Agency Deadline *
Month ▾ Day ▾ Year ▾ 🗓

Administrative Review

○ Submit for detailed administrative review. If you are submitting two weeks prior to the agency deadline you have the option of receiving a detailed administrative review. The detailed administrative review includes checking for eligibility and UofC commitments and risk, compliance with program guidelines, completeness of application, and the opportunity for feedback to improve the application.

○ Submit for basic review only. Applications received later than two weeks before the agency deadline will receive a basic administrative review only. Please note our final internal deadline to receive applications is noon, two business days in advance of the Agency deadline.

▾ 3. Lead Principal Applicant (UofC) Contact Information

Full Name *

Email *

Phone Number *

▾ Primary Contact

Please fill in if primary contact is different from above lead applicant

Full Name

Email

Phone Number

> Fill this section out if you want a coordinator, admin, etc to also receive any notification emails from RSO

4. Do you require original signatures on your application? *

○ Yes
○ No
○ Not Sure

> If you require any signatures on the application itself, please make sure to fill this out

5. Please upload your complete and signed 'Research Funding Application Approvals' form.

[Choose File] No file chosen   [Upload]

Files must be less than 20 MB.
Allowed file types: gif jpg png pdf doc docx.

Click here to access the Application Approvals form, and here to learn what your signature means.

6. Please upload your complete and final application as one .pdf file. *

[Choose File] No file chosen   [Upload]

Files must be less than 20 MB.
Allowed file types: pdf.

> MedGrant will send the RFAA to RSO once the Dean's Office signs off – upload the RFAA with your signature and Department Head signature and indicate in the comments that the RFAA is with MedGrant

7. Comments

Please add any comments you may

> Note that both the complete RFAA and application must be received by RSO by the internal deadline. If the RFAA is still with MedGrant, your application will be considered late and you will need to request late approval from Dr. Turner.

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Project Set-Up:

In order to access funds you have been awarded, a project must be set-up through the University of Calgary. Portfolio distributions for the external grants team can be found here, but if you are unsure who to contact, email rsogrants@ucalgary.ca and they will connect you with the correct individual.

Funding from an External Granting Agency (RFAA Submitted at Application Deadline):

The following documentation should be sent to the Research Grants Officer (RGO) managing your file:

- notice of award*
- budget
- ethics certification (if applicable)**

*Project start and end dates are required to set-up the project, along with reporting requirements (what to do with unused funds, is financial reporting required, etc.). This is often in the NoA, but if not, the RGO assigned to your file will contact the granting agency for clarification.

**If you do not have ethics in place, some agencies will allow for "Early Release of Funds" – a process where funds can be released to be used on expenses that DO NOT require ethics. For example, hiring a study coordinator to help with the preparation of an ethics application. You cannot begin to recruit patients, purchase animals, etc. Not all agencies allow for this. For more information on the University of Calgary's Early Release of Funds policy, including allowable expenses, click here.

Once the documentation is reviewed by the RGO managing your file, they will either submit the file to Research Accounting for Project Set-Up or they will contact you if there is any missing information. When your project is set-up by Research Accounting, you will receive an email from fistem@ucalgary.ca. This email will be sent to your University of Calgary email address.

Funding from an External Granting Agency (RFAA Not Submitted At Application Deadline) or Internal Granting Agency:

If the funding is from an internal source (e.g. if the sponsor is the Department of Surgery), or if you did not submit an RFAA with the initial application to an external agency, you will need to complete a Project Request Form instead. See page 20 for instructions on how to complete this form.

Once the form and associated documentation is submitted to the RGO managing your file, they will either submit the file to Research Accounting for Project Set-Up or they will contact you if there is any missing information. When your project is set-up by Research Accounting, you will receive an email from fistem@ucalgary.ca. This email will be sent to your University of Calgary email address.

PROJECT REQUEST FORM

For Questions or HELP with the completion of this form, please contact (403) 210-7900 or RTAHELP@ucalgary.ca

ALL APPLICABLE SECTIONS MUST BE COMPLETED WITH ALL REQUISITE SIGNATURES IN PLACE BEFORE YOUR REQUEST CAN BE COMPLETED

PRE-ASSESSMENT QUESTIONNAIRE

Does your Project involve a Gift / Donation? If YES, please contact the Development Office at (403) 220-5854 or give@ucalgary.ca prior to completing this form.

Does your Project involve a Contract, Clinical Trial or the Sales of Goods / Services? If YES, please contact the following prior to completing this form:
Clinical Trials and all Cumming School of Medicine Faculty Members please contact CSM Legal at csmlegal@ucalgary.ca
All other Faculty Members please contact Research Services Legal Office at legaladm@ucalgary.ca

Does your Project involve Political Activities? If YES, please contact the Government Relations Office www.ucalgary.ca/universityrelations/government-relations) prior to completing this form.

If you would like your RA/Coordinator to be contacted by Research Accounting

REQUEST COMPLETED BY (Please provide if different than Project Holder)

Last Name		First Name	
Email		Phone #	

PROJECT HOLDER INFORMATION

Last Name		First Name	
UCID		Phone #	
Email			

Start and End Date should be indicated by the granting agency in the Notice of Award

PROJECT INFORMATION

Start Date (MM/DD/YYYY)		End Date (MM/DD/YYYY)	
Department Name		Dept ID	
Institute / Centre (if applicable)	Select		▼
Project Title			

PROJECT INFORMATION
Project Holder: Individual responsible for the overall project and is accountable for all expenditures within the project. Typically, the individual named in the award notice.
Start Date: When related and eligible expenses can be incurred as per Notice of Award/Contract/Agreement
End Date: From Notice of Award/Contract/Agreement. If no end date is specified in the agreement, the standard project end date will be five years from project start date, or one year from the receipt of the last revenue installment. For Start Up Projects, end date is up to three years from start date.
Department Name and Number: Department associated with the project.
Institute Name: Institute associated with the project, if applicable.
Project Title: Official project name as per the Notice of Award, Contract, and / or Agreement documentation.

Project Update Request Form   1   January 2, 2019

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If this is an external grant agency, this information would be in the notice of award or other communications from the agency. If it is an internal funding opportunity, the sponsor will email you with these portions of the PRF completed

SPONSOR & FUNDING INFORMATION

SPONSOR AND FUNDING INFORMATION
Sponsor Name: Legal entity providing funds to the institution. If funding is from an existing externally restricted project, sponsor name will be the same as the funding project. If funds are from the U of C's operating funds or an existing Internally Restricted Net Asset (IRNA) project, sponsor will be Ucalgary - Faculty/Unit. Please ensure the appropriate Dept ID owner/Project holder has signed below.
Multi-Source Funding: Will only be set up as a sponsor if there is a contractual requirement. Multisource may also be set up for Internally Restricted Net Asset (IRNA) projects that can receive external revenue.
Contact Information: Primary contact for the sponsor.
Funding Start/End Date/Amount: Will come from the Notice of Award, Contract, and/or Agreement documentation.

Sponsor Name | Phone #

Contact Last Name | First Name

Title | Email

Mailing Address

Reference # (if applicable)

Are funds for a new Endowment: Select

Will funds be transferred from an existing project or other university funds: Select

If YES, please provide the appropriate accounting string(s):

Select

| Fund | Dept ID | Internal | Project | Activity | Amount |

Funding Source Project Holder / Dept ID (Fund 10) Owner Signature | Print Name | Signed Date (MM/DD/YYYY)

Select

| Fund | Dept ID | Internal | Project | Activity | Amount |

Funding Source Project Holder / Dept ID (Fund 10) Owner Signature | Print Name | Signed Date (MM/DD/YYYY)

If funds are from an external organization, select "NO". If they are coming from a project that already exists (i.e. an internal funding agency), this section will be filled out for you

CASH FLOW DISTRIBUTION

Same as project start date

Funding Start Date (MM/DD/YYYY) | Funding Amount | Currency | Select

Funding Start Date (MM/DD/YYYY) | Funding Amount

Funding Start Date (MM/DD/YYYY) | Funding Amount

Funding Start Date (MM/DD/YYYY) | Funding Amount

Funding Start Date (MM/DD/YYYY) | Funding Amount

Project Update Request Form   2   January 2, 2019

Same as project start and end date

PROJECT BUDGET

| Project Budget Start Date (MM/DD/YYYY) | | Project Budget End Date (MM/DD/YYYY) | |

Note: If multiple activities, please submit budget per activity code

Use Standard Distribution
(Salary 50%, Materials & Supplies 45%, and Travel 5%)

EXPENSE CATEGORIES			Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5
Salaries & Scholarships	Personnel (Salary, Fellowships, Scholarships)						
Non-Salaries	Furniture & Equipment - Capital						
	Materials & Supplies						
	Purchased Services						
	Travel						
	Overhead						
	Other						
	Other						
	Other						
	Expense Subtotal		0.00	0.00	0.00	0.00	0.00

REQUIRED ATTACHMENTS (where applicable)

Along with the above section (Project Budget), a budget must be included as an attachment

*Please note, the following are required for ALL Projects:

1) Budget
2) Notice of Award and/or Agreement
3) A statement of work describing the activities to be undertaken for this project

Statement of Work is just a few sentences explaining the goal of the project

For all Research and Start Up Grant (i.e. Startup Funding provided by your Faculty) Projects, the following must also be included:

1) All requisite certifications

Please provide a description of your research / statement of work describing the activities / additional comments here:

CERTIFICATIONS AND EARLY RELEASE OF FUNDS (if applicable)

Human Ethics Certification	Select ▾	Notice of Award	Select ▾
Animal Care Certification	Select ▾	Subgrant Agreement	Select ▾
Biosafety Permit	Select ▾	Executed Contract	Select ▾
		Statement of Work	Select ▾

If "YES" is selected for any of these, you will need to include the associated documentation. If you have an ethics exemption, you must include the emails from the REB confirming this exemption

*Early Release of Funds (ERF) with restricted spending is available to the Project Holder if full certification(s) are not yet in place. You will be required to complete the certification process and receive full approval within 6 months of project creation.

Do you wish to be granted Early Release of Funds if permitted by the Sponsor? Select ▾

A link on what you can spend with ERF is found at https://www.ucalgary.ca/finance/files/finance/allowable-expenses-with-early-release-of-funds.pdf

PROJECT HOLDER DECLARATION AND APPROVAL SIGNATURE

The signature of the Project Holder (Signing Authority) confirms the accuracy of the information provided, including an attestation that the certifications and / or biosafety permits attached to this form are all inclusive and applicable to the Project. It also signifies agreement to use the monies for the Sponsor's specified purposes, observe the Sponsor's terms and conditions, and follow the University policies and procedures. Further, the signature of the Project Holder (Signing Authority) authorizes to include the "Requestor," if different than the Project Holder when Research Accounting sends email notification upon completion of Project Creation.

Project Holder's Signature	Print Name	Signed Date (MM/DD/YYYY)

DEAN / DEPARTMENT HEAD / ADR / AVP / VP – REVIEW AND APPROVAL SIGNATURES

The signature of the Dean / Department Head / ADR / AVP / VP confirms that the signing authority is eligible or acceptable and that the Department and Faculty is willing and able to accommodate the research or other activity including providing access to any required Departmental / Faculty equipment, facilities, and services. Both signatures confirm that the activities and arrangement conform to and will be carried out in accordance with applicable University policies.

Department Head/Owner Signature (one up signature if same as Project Holder)	Print Name	Signed Date (MM/DD/YYYY)

Dean / ADR / AVP / VP Signature	Print Name	Signed Date (MM/DD/YYYY)

PLEASE SUBMIT COMPLETED FORM TO:

Industry-Sponsored Projects for Cumming School of Medicine to medgrant@ucalgary.ca
Industry-Sponsored Projects for Faculties other than Cumming School of Medicine to legaladm@ucalgary.ca
Endowment Interest Income and all other Projects with supporting documentation to rsogrants@ucalgary.ca
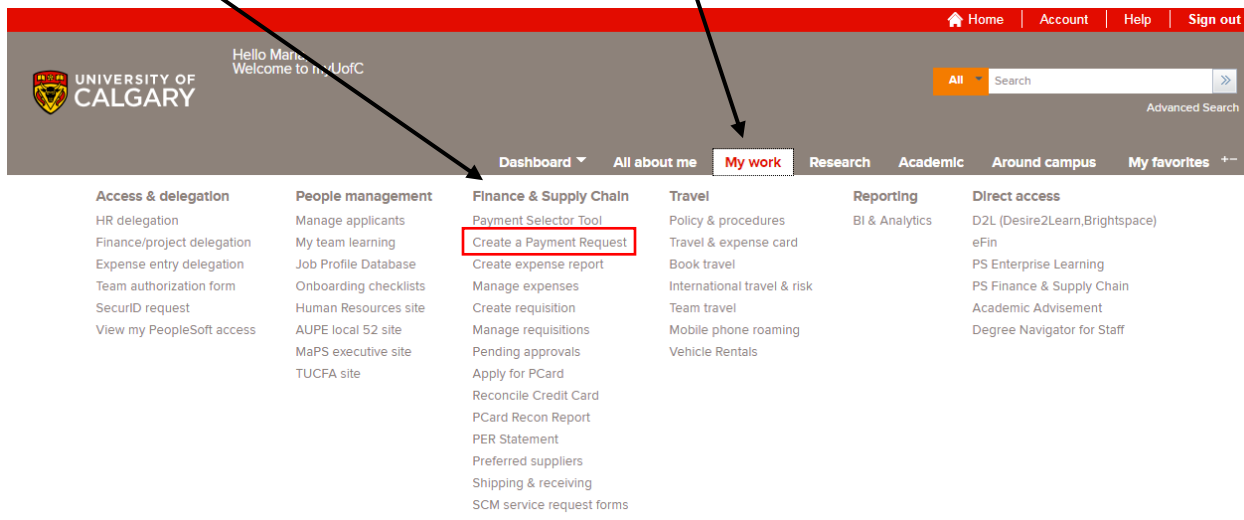
Project Update Request Form   4   January 2, 2019

Research Accounting
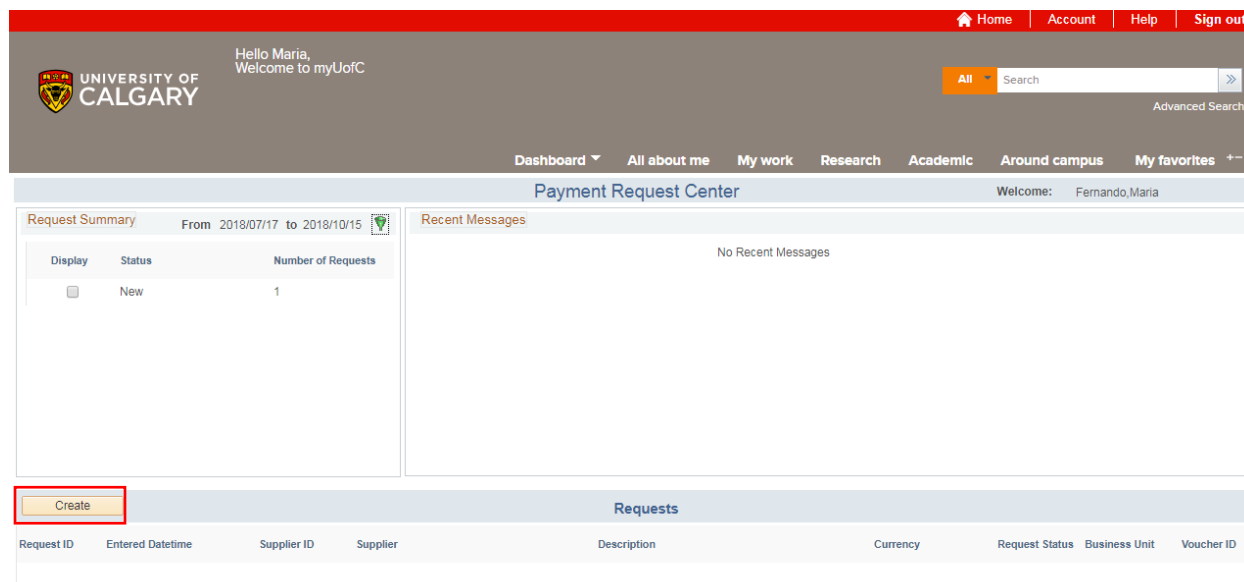
Creating a Payment Request for Reimbursements:

1. Sign into your MyUofC account. Click on My Work and then, under Finance & Supply Chain, select Create a Payment Request.

2. Select "Create":

3. On the subsequent page, include a description of the request as well as a justification of the expense. For example, if the expense was for travel costs for an invited speaker, indicate the event the speaker was invited for, number of attendees, etc.
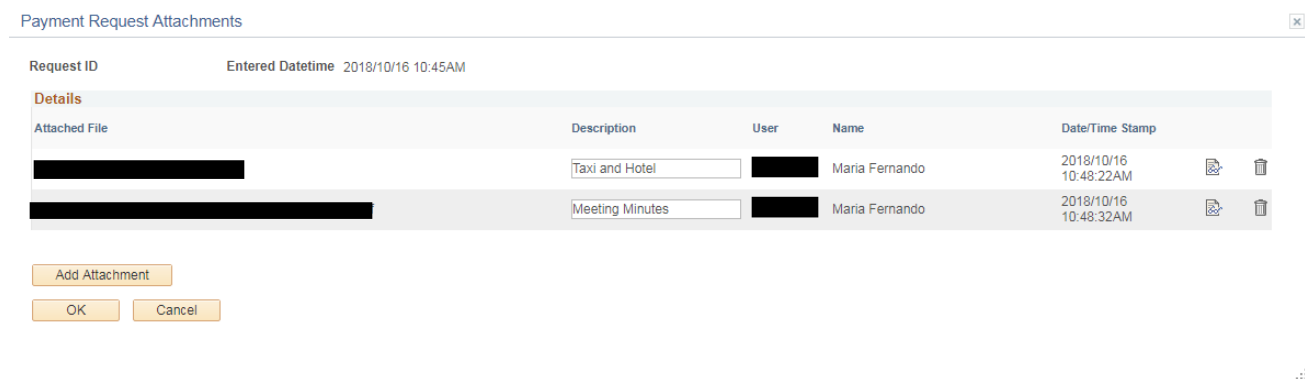
4. Select "Attachments". Attach receipts in one PDF (i.e. hotel and taxi together). In this section, you should also include a program, speaker announcement, etc. that serves as proof that the travel occurred. An additional description can be included here. Under "User" and "Name", you will see the UCID and Name of the person creating the expense report, not the person to be reimbursed.
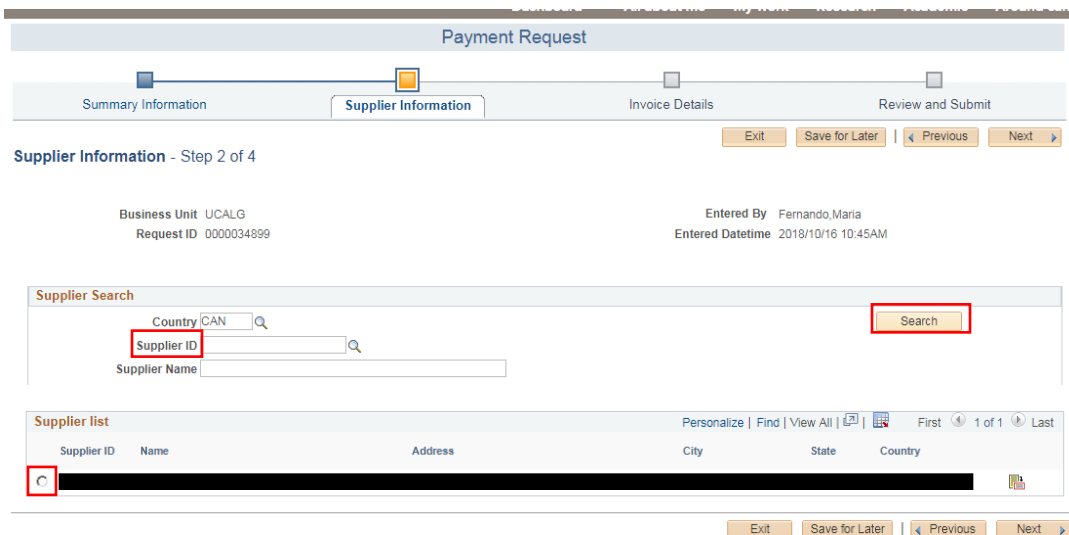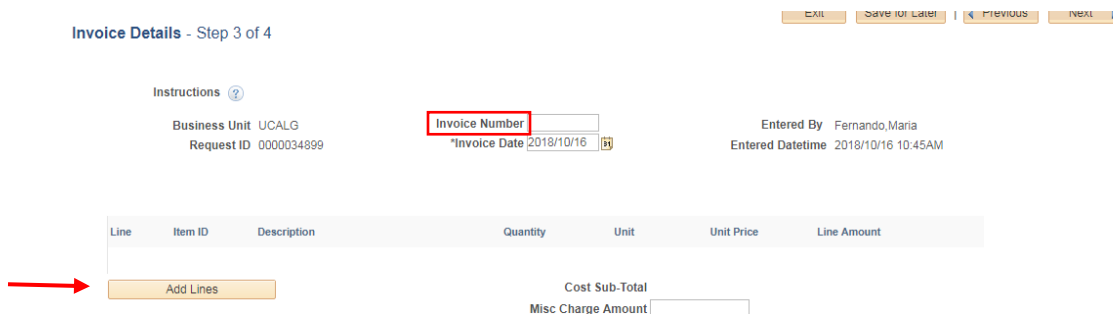
5. After uploading attachments, return to the Payment Request screen and select "Next" to proceed to Step 2. Enter the Supplier ID and the Supplier Name on this screen. If you know the Supplier ID, enter it on that line and select "Search". The information will auto-populate in the "Supplier List" section. Make sure you select the empty circle next to the supplier information. Select "Next" to proceed to Step 3.

6. For Step 3, you will need to create an Invoice Number (this can be decided entirely by whoever is entering the supplier information, however a suggestion of a naming convention would be 15Oct2018_SupplierID).
   a. If you are expensing a corporation, this is what the screen will look like. Select "Add Lines". A box will pop up on your screen (step 7)

b. If you are expensing for an individual, the screen will look slightly different. Under Relevance of Travel, describe how the trip was associated with a specific university project of business. Under Affiliation of Travel, indicate how the traveler is related to a university project. Under Destination of Travel, indicate where the travel occurred. Under Purpose of Travel, write a description outlining why the trip was taken. These should be appropriately applied to non-travel expenses. Once you have completed these, select "Add Lines". A box will pop up on your screen (Step 7).

7. For each expense you will need to add a new line. For example, if you are expensing both travel and food, they will need to be entered separately.
   a. Item ID: Select the search icon. A list of items and their descriptions will pop up. Select the most appropriate entry (i.e. if you are expensing a hotel stay, select "Accommodation".
   b. Transaction Amount: Add the amount to be reimbursed. Only select "VAT Exempt" if GST was not included in the expense (you will still receive the full value of the expense back).

8. One you have selected the Item ID and entered the transcation amount, enter the accounting details. The Account will be autopopulated based on the Item ID you selected previously. You will need the Fund, Department (for Surgery, this will be 28700), PC Business Unit, Project and Activity. Select OK to return to the main screen. Proceed to Step 4.

9. Select "Review" to review and then "Submit". Once the request is submitted, you will be returned to the main "Payment Request" screen.

10. Once the request is submitted, you can return to the Payment Request Center to review the status of the request. It will generally take ~1-2 weeks to process the request. If the request is approved, you will receive an email confirming this. If the request is denied, you will also receive an email indicating this, and can then go back to the Payment Request Centre to review why the request was denied in order to make the appropriate changes.

Granting Delegate Access:

If the expense claim is being submitted on your behalf (i.e. by an administrative assistant), you will need to grant them delegate access.

a. You will need the UCID of the individual you intend to make a delegate. Log in to your myUofC and access the home page. Follow the steps below to grant delegated access.

Select "My Work"
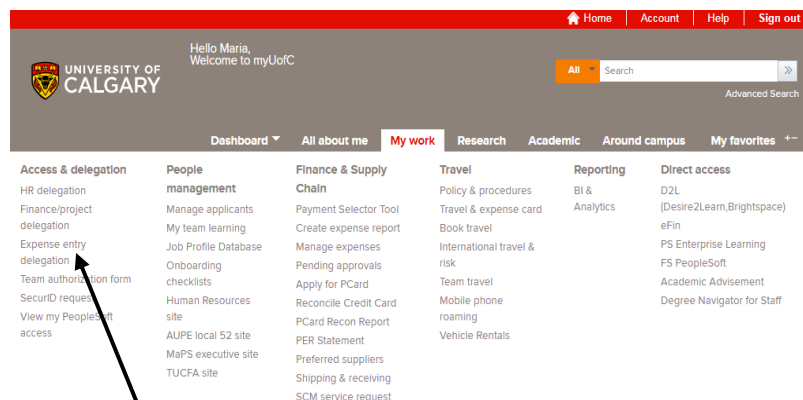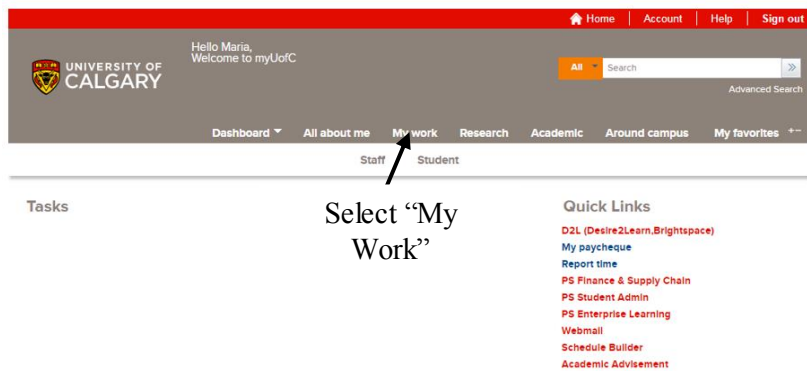
Select Expense Entry Delegation
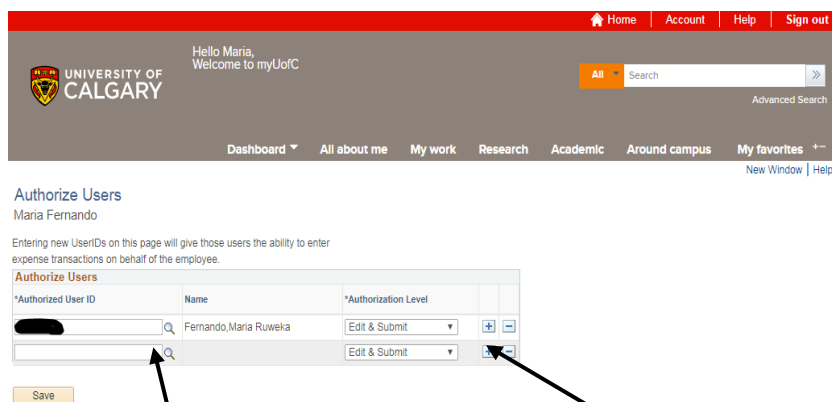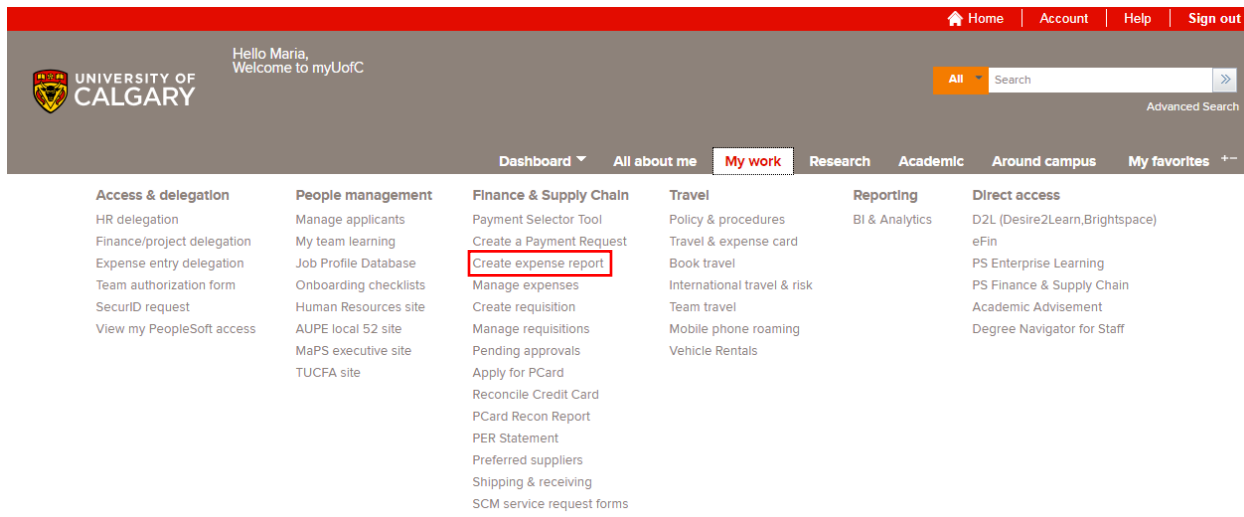
Enter the UCID of the delegate. After entering the name, the name of the delegate should autopopulate.

Select "+" to add a new authorized user.

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Submitting a Claim as a Delegate:

1) If you are submitting a claim as a delegate or on your own behalf, select "My Work" and "Create Expense Report"

2) Enter the relevant UCID (yours if the claim is on your own behalf or the UCID of whoever you are submitting the claim for)

3) The following screen will be displayed, and can be completed as previously directed.

Human Resources

Important HR Contacts (Department of Surgery, University of Calgary):

HR Advisor: Sarah D'Alton, 403-210-6688

- Provide support to managers and employees with day to day HR matters, such as recruitment, performance management, employee and labour relations, job classifications, etc. If you are unsure whether you should contact your HR Advisor, Coordinator or Recruiter, contact your Advisor and they will direct you to the appropriate individual.

HR Recruiter: Charlene Wrona, 403-220-4264

- Provides recruitment support from the job profile creation stage through to the offer letter stage. During the hiring process you will be working with this person.

HR Coordinator: Sendy Dang, 403-220-6633

- Provide information regarding HR matters to management and support staff within the Department.

How to Guide: Hiring New Staff:

The following information has been adapted from a guide that was generously provided by the W21C

There are five general stages to the hiring process, which are **outlined in detail below** and are updated through the University of Calgary HR website: https://www.ucalgary.ca/hr/hr-process-for-researchers/associate-technician-assistant-manager

Briefly, the 5 steps are:

1. Creation of a Job Profile (3-4 weeks) – an example of a job profile for a Research Assistant can be found on page 33
2. Complete Job Opening Request (2-4 days to post + 2 weeks posting time)
3. Selecting the Successful Candidate (3-4 weeks)
4. Job Offer (0-2 weeks)
5. Onboarding (1-2 weeks)

In total, it will take around 2-3 months to complete the hiring process.

Steps	Description	Timelines
1. Create or update a job profile	This is the job description for the role. If you are unsure of what job classification to use, please note: • **Research Assistants- SPA 1 band;** • **Research Associates- SPA 2 band;** • Senior Research Associates- SPA 3 band; *The AUPE Salary band for the Specialist/Advisor Job Family can be found at the end of this table. The full collective agreement can be found at:* https://www.ucalgary.ca/hr/files/hr/aupe-collective-agreement.pdf	**3-4weeks**, from the time you develop the job profile to having it approved.
2. Complete Job Opening Request	This is a request that you submit to HR to post your job profile on the UofC Careers Website. This request needs to be initiated through your MyUofC Portal > PS Human Resources. Before you submit this request, figure out who will be the hiring manager for this position. Only a MaPS member or investigator can be listed as the reports to manager.	The job opening request typically takes **2-4 days** to post, then it is usually posted for **2 weeks**

Steps	Description	Timelines
3. Select the successful candidate	**a. Viewing applicants:** Once your job posting has closed, the individuals listed as the hiring manager will receive a notification from HR. That person can then access all of the potential applicants' information through the MyUofC portal. **b. Screening:** The resumes will need to be screened and sorted, and ideally 3-4 candidates should be shortlisted for an interview, with 3-4 as backups. It is best for the investigator or hiring manager to be leading this stage to ensure the right candidate is selected. **c. Scheduling interviews.** You can then begin to contact the shortlisted candidates to schedule interviews. An administrative staff member can provide support with this. **d. Interviews.** You need have at least a faculty member or a member of MaPS as part of the interview process, and other senior members of the team can be involved as well, if warranted. **e. Reference checks.** The hiring manager is ultimately responsible to do reference checks. It is recommended that you get 2-3 references, with a minimum of 1 being a past or current supervisor. If you are hiring internally, it is HR policy that you have a reference from the applicants' current manager.	This process is normally can take between **3-4 weeks.** Allow at least 1 week for screening/ shortlisting/ scheduling, 1 week for interviewing, and 1 week for reference checks.
4. Job offer	The offer and any negotiation MUST be handled by a member of MAPS (e.g., the hiring manager) or a faculty member. This involves four stages: **a. Verbal offer** (usually over the phone). This should go over the position title, salary, term, benefits summary, and other information the candidate needs to know before making an informed decision. **b. Request for Offer Letter**. Once the candidate accepts, the hiring manager needs to complete and submit a Request for Offer Letter form to your HR Talent Acquisition Advisor in order for them to generate a formal offer letter. **c. Sending out the Offer Letter.** The hiring manager reviews, then emails the formal offer letter to the candidate, cc'ing the investigator and HR Talent Acquisition Advisor. The employee must 'reply-all' to accept the offer. **d. Obtaining the Signed Offer Letter.** The signed letter must be returned to HR before the employee can be set up in the system prior to their first day. You can ask the	While some candidates can start right away, many will require at least **2 weeks** to provide notice to their current employer.

Steps	Description	Timelines
	candidate to send you a scanned version of the signed letter, as HR will require this to set up the hire.	
5. Onboarding	The onboarding website for U of C can help you ensure that your new staff member starts off with everything they need to be successful in their new role: https://www.ucalgary.ca/onboarding/checklists-manager-obc Please note that successful *project* onboarding is the responsibility of the Principal Investigator.	This process can take between **1-2 weeks**

The Hiring Manager Toolkit: https://www.ucalgary.ca/hr/files/hr/hiring-manager-toolkit.pdf

- This resource contains lots of useful and detailed information and facts about the hiring process. Print this and keep it handy throughout the hiring process.
- This kit provides checklists to take you through every step of the process
- It also includes information for what to do if you want to hire a postdoc

SCHEDULE "A" – SALARY SCHEDULE

		April 1, 2015 (2.0%)				April 1, 2016 (2.25%)				April 1, 2017 (2.25%)		
Specialist/Advisor Job Family:												
7 Hours		Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
Phase 1	Monthly	3,345.77	4,139.77	4,933.72		3,421.60	4,233.02	5,044.43		3,498.95	4,328.57	5,158.18
	Annually	40,149.20	49,686.00	59,204.60		41,059.20	50,796.20	60,533.20		41,987.40	51,942.80	61,898.20
	Hourly	22.06	27.30	32.53		22.56	27.91	33.26		23.07	28.54	34.01
Phase 2	Monthly	3,820.48	4,695.60	5,569.20		3,906.93	4,801.77	5,695.08		3,994.90	4,909.45	5,822.48
	Annually	45,845.80	56,347.20	66,830.40		46,883.20	57,621.20	68,341.00		47,938.80	58,913.40	69,869.80
	Hourly	25.19	30.96	36.72		25.76	31.66	37.55		26.34	32.37	38.39
Phase 3	Monthly	4,774.47	6,125.82	7,480.20		4,882.15	6,263.83	7,648.55		4,991.35	6,404.88	7,819.93
	Annually	57,293.60	73,509.80	89,762.40		58,585.80	75,166.00	91,782.60		59,896.20	76,858.60	93,839.20
	Hourly	31.48	40.39	49.32		32.19	41.30	50.43		32.91	42.23	51.56

Example Job Posting for a Specialist/Advisor Phase 1 Position:

JPD Number:
Job Title: Research Assistant
Date: Nov 30, 2016
Faculty: Cumming School of Medicine
Department: Surgery
Job Family (proposed):   SPA I
Location: Foothills Medical Centre

Nature of the Work:
The Department of Surgery invites applications for a Research Assistant. This recurring part-time position is for 2 years (based on the length of grant funding) with the possibility of extension. This is a part-time position with variable working hours depending on project requirements (e.g. number of prospective patients). It is expected that the position will be the equivalent of 0.25 FTE (8.75 hours per week). Working hours will fall within the normal working day.

This position will provide support for a clinical trial on the performance of biologic mesh materials in abdominal wall reconstruction.

- The Research Assistant reports to the Principal Investigator on the project: Dr XXXXXXX.
- The Research Assistant must be able to work with minimal supervision and use sound judgement in order to complete assigned tasks and duties within allotted deadlines.
- The successful applicant should have strong communication skills and be able to interact in a sensitive and informed manner with study participants and their families from across different cultures and backgrounds.
- The Research Assistant must be able to manage flexible workloads and tasks.

Primary Purpose of the Position:
The primary purpose of this position is to work with the Principal Investigator and support the research team with XXXXXXX. Primary tasks will include XXXXX..

Qualifications/Expertise Required:
- The minimum requirement is an undergraduate degree in medicine, nursing or a health related field.
- Minimum 2 years of related experience.
- Must be organized and be able to work independently with minimal supervision.
- Must demonstrate strong commitment to research ethics and participant safety/protection.
- Demonstrated accuracy and attention to detail.

- Be resourceful, innovative and strategic in problem solving.
- Must be able to function as a productive team member.
- Strong working knowledge of Microsoft Office.
- Strong communication skills.
- Experience in recruiting participants for clinical research projects or previous experience working in clinical research projects will be considered an asset.
- Familiarity with Foothills Medical Centre is an asset.

Accountabilities/Tasks and Duties:
- Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures.
- Recruits and coordinates research subjects, as appropriate to the eligibility criteria of the study.
- Tracks enrolment status of subjects and documents dropout information such as causes and subject contact methods.
- Plans, implements and maintains data collection and analysis systems in support for the research protocol.
- Ensures the efficient day-to-day operation of research and data collection services.
- Ensures that work assigned is completed as required.
- Manages own time effectively and ensures study Principal Investigator is kept informed of activities and progress of work.
- Performs other tasks as required.

Occupational Health & Safety:
- Understands and complies with the requirements of the University's Occupational Health and Safety Policy.
- Has Knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures.
- Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable.

Core Competencies
The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies, and detailed definitions can be accessed on the Human Resources website http://www.ucalgary.ca/hr/learn/, or through contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have up to 3 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE.

COMMUNICATION: Ability to share information in an effective and collaborative manner.

- Critical Importance

FLEXIBILITY: Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.

- Core Importance

INNOVATIVENESS/INITIATIVE: Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes.

- Critical Importance

KNOWLEDGE AND TECHNICAL SKILLS: Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and desire to continuously learn.

- Core Importance

LEADERSHIP: Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others.

- Core Importance

PERSONAL EFFECTIVENESS: Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies.

- Critical Importance

TEAMWORK: Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results.

- Core Importance

UNIVERSITY UNDERSTANDING: Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context.

- Core Importance

Ethics Requirements (University of Calgary)

Mandatory Ethics Training Courses:

In order to hold a project at the University of Calgary or to be listed as a co-investigator, coordinator, etc. on an ethics application, you must obtain certificates of completion for each of the following courses. Currently, only the TCPS2 CORE is tied to ethics, however it is still mandatory that you complete the CITI GCP and Health Canada Division 5 courses.

The TCPS2 – Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans
- http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/
- If your research projects involve human subjects, you **MUST** complete this course. You will not be able to submit an ethics application without uploading your TCPS2 certificate onto IRISS. See page 41 for information on how to do this and general information on IRISS.

Good Clinical Practice
- Good Clinical Practice (GCP) training is mandatory if you are involved in an interventional clinical research study. The training must be completed by **ALL** researchers and support staff involved in the project, not just by the principal investigator.
- The University of Calgary offers the training course free to all university employees through the CITI Canada website.

Health Canada Division 5
- Health Canada Division 5 training is mandatory for all researchers and support staff involved in a clinical research study that uses a drug as an intervention. As with the GCP, this training must be completed by **ALL** researchers and support staff involved in the project.
- This course can also be accessed for free through the CITI Canada website.

Detailed instructions on how to register on the CITI Canada website can be found here.

Once you have completed these courses, the ethics certificates must be uploaded to your IRISS Researcher Profile. See page 51 for instructions on how to do this.

IRISS (Institutional Research Information Services Solution):

IRISS is an online management system that streamlines the application process for human ethics and animal care at the University of Calgary.

To register you will need a UCID and IT Username. These will be your IRISS login credentials. If you have any issues registering contact the IRISS helpdesk at iriss.support@ucalgary.ca or 403-210-7900.
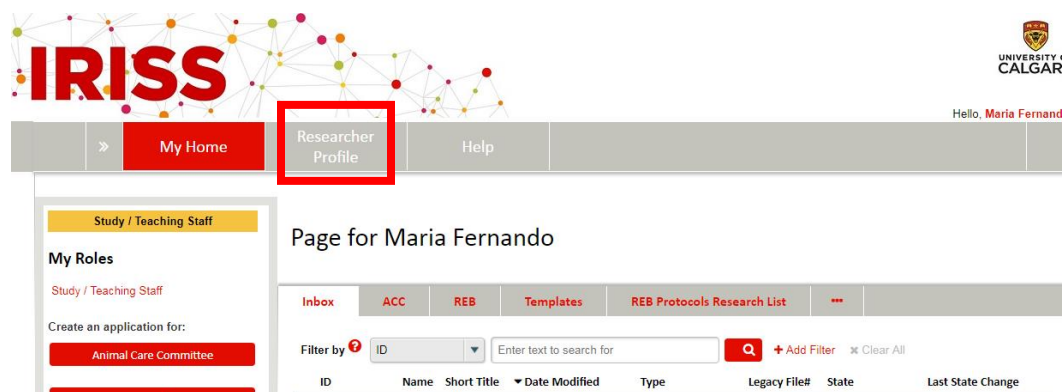
IRISS Help Desk: You will find a number of informative user guides at this link. Some of the more common ones have been linked below and described in detail.

> Examples of guides not described below include: requesting PI proxy, reactivating a dormant study, printing or saving the ethics certificate, creating a copy of the ethics application in IRISS, etc.

The following website contains multiple help guides on navigating the IRISS system: https://www.ucalgary.ca/iriss/help.

Researcher Profile:

Log-in to your IRISS Account and access the Researcher Profile:

Select "Edit Researcher Profile" to make changes/upload documents.

The first page will allow you to change basic contact information, ie. email address and phone number. If you primarily use your AHS email, please change it here, otherwise the default will be your U of C email address. <u>**You cannot use an email address other than an AHS or U of C one.**</u>

The second page allows you to upload necessary documents.

*__mandatory__ if you are involved in an interventional clinical research study (all study team members, not just the lead investigator)

**__mandatory__ if you are involved in a clinical research study that uses a drug as an intervention (all study members, not just the lead investigator)

If you are involved in research that has a lab component, please upload your biosafety permit to this page (purple box). This will make it easier for Research Services to set-up any projects requiring that permit.

Submitting Animal Care or Human Ethics Protocols:

Human ethics applications from researchers in the Cumming School of Medicine/Department of Surgery will be reviewed by the Conjoint Health Research Ethics Board (CHREB). The CHREB manages applications from the Cumming School of Medicine, Faculty of Nursing and Faculty of Kinesiology. In some cases, even if the lead investigator is from outside one of these faculties, the application will still go through the CHREB if the content is more suited for review by this board.

On average, there are 42 days to determination for applications submitted through the CHREB (22 days with the researcher, 20 days with the REB)

Applications are submitted through IRISS (see page __ for instructions on how to create and complete an IRISS profile)

> * Note that all members of the study team must have IRISS profiles (students, coordinators, etc.) so that they can be assigned to the REB and/or ACC protocol

Completing an REB Application:

Instructions on submitting an application through IRISS can be found here. The CHREB has prepared a number of useful documents that can assist in the completion of an application.

- CHREB Completion Checklist. Please review this list before submission. It contains many links to useful guides that will assist with completing protocols, consent forms, etc. as well as a list of all documents that are required for submission. *"Well completed applications facilitate both administrative and ethical review."*
- In most cases, your protocol will not immediately be approved. You will receive an email from the IRISS system indicating what sort of changes are required. Please see the document on Making Requested Changes to the Study Protocol for instructions.

<u>Is your research related to cancer research?</u> If so, the CHREB will not review your application. Instead, all cancer-related submissions have been delegated to the Health Research Ethics Board of Alberta – Cancer Committee (HREBA.CC). An option to delegate your application to HREBA.CC will be on the first page of your application. If you do not see this option, please contact iriss.support@ucalgary.ca.

If you accidentally submit your application to the wrong research ethics board, please see the document on Transferring Your Study.

Modifying an Existing Application:

After your REB protocol has been approved, you may find that the scope of the study has changed in some way, necessitating a modification of the protocol. Instructions on submitting a modification through IRISS can be found here.

- In some cases, the CHREB may review the modification and decide that a new application is more appropriate. Please see the document on Modifications vs New Applications for additional details.

Reviewing Changes in the Study:

- Information on how to review changes that have been made to the study or requests that have been made by REB administrations can be found here.

Study Expiration:

- Ethics certificates are valid for **one year** (the expiration date can be found on the ethics certificate)
- You will receive automated reminders of ethics expiration 30 days before expiry, 15 days expiry and 7 days before expiry. Any funding associated with this protocol will be suspended within 30 days of an expired certificate.

*The University of Calgary has instituted a new policy. If a project is suspended due to expired ethics, any personnel charges will be transferred to the Department and <u>cannot be transferred back once the project is active again.</u> This is in accordance with Tri-Council Policy. The Department of Surgery **WILL NOT** pay these charges. They will instead be passed onto your section.

- You may request an extension to complete the study renewal. Extensions will be granted on a case by case basis, and generally only when there is a valid extenuating circumstance (for example, an illness or a project holder change). Details on what constitutes an extenuating circumstance (and what does not), as well as how to request an extension can be found here.

Study Renewal:

- Instructions on renewing a study can be found here. Please note, if you cannot submit a renewal if you already have a modification. Withdraw the modification and then submit the renewal request.
- Study renewals can be done 30 days prior to expiration date.
- A renewal indicates that data collection/interaction with patients is still ongoing.

Study Closure:

- A study can only be close when all data collection is completed. If patient recruitment is complete, the study must still remain open until data collection (direct or indirect) is finished. If the study is grant funded, do not submit an REB closure request until there is no active grant that requires ethics approval.
- You **MUST** complete a study closure request when you are ready to close your study. You **CANNOT** simply allow the ethics protocol to expire.
- Instructions on how to request a study closure can be found here.

Adding Study Team Members:

- Instructions can be found here. You must add new members to the study as soon as possible.

Troubleshooting:

Technical Support: IRISS Support, iriss.support@ucalgary.ca, 403-210-7900 (1-855-222-2345)

Application Support: CHREB Support, chreb@ucalgary.ca, 403-220-2297

Completing an ACC Application:

Submitting an application to the ACC is similar to submitting an application to the REB. Instructions can be found here.

There are some additional steps that need to be completed to successfully submit an application and have it approved. These can be found here. Briefly:

1) Register in IRISS (see page of this onboarding manual)
2) Request access to the Animal Health Unit website (here)
3) If you require assistance, contact your protocol administrator:
   a. Health Sciences ACC: hsacc@ucalgary.ca
4) Training:
   a. Completion of the Institutional Animal User Training Program will likely be required for all study members. For details about this program, please see here. To register for courses, email iautp@ucalgary.ca.

Key Contacts:

Health Sciences ACC: hsacc@ucalgary.ca

Institutional Animal User Training Program: iautp@ucalgary.ca

Additional Documents:

University of Calgary Animal Care Use & Policy

University of Calgary Animal Research and Education Committee Terms of Reference

Alberta Health Services Provincial Research Administration

AHS Provincial Research Administration (PRA):

If your research involves AHS property, resources, data, facilities, patients or staff, you will need Operational Approval from the area that will be impacted by the study.

Administration & Approvals for Research
Research & Innovation

Doing Research with Alberta Health Services

Alberta Health Services' (AHS) Provincial Research Administration (PRA) works with Alberta's academic institutions and affiliated research institutes and centres supporting health research. If your research uses AHS property, resources, data, facilities, patients, or staff, you must obtain an Operational Approval from each area or department that will be impacted by the study. This approval, amongst many others, is required to launch the research study. The PRA team provides administrative services to help you access the resources you need.

AHS has policies, guidelines and best practices to support researchers and the studies being carried out in AHS facilities or using AHS data. The resources and best practices provided below guide the set-up and conduct of your research studies.

If you have a question about conducting research within AHS you can contact the PRA team at research.administration@ahs.ca.

Patient Recruitment	Obtaining Operational Approval	Requesting AHS Data Resources
Purchased Services	Ethics Approval Resources	Training & Education in Research

In most instances, for whatever you require from AHS, contact research.administration@ahs.ca. Once you have reached out to them with a description of the issue, they will send you the required documentation.

Important Information:

Ethics Approval Resources
Patient Recruitment
Obtaining Operational Approval
Requesting AHS Data Resources

Other Resources

Alberta SPOR (Strategy for Patient-Oriented Research) SUPPORT (Support for People and Patient-Oriented Research and Trials) Unit:

The AB SPOR SUPPORT Unit is a joint venture from Alberta Innovate and the Canadian Institutes of Health Research. Their mission is to support researchers conducting patient-centered research that has a potential for impact on patients and the health care system.

AbSPORU does not generally provide funding, as they are more focused on the services that can be provided (i.e. biostatistical support, grant review, letters of support, etc.). Contact AbSPORU at spor@albertainnovates.ca if you wish to enquire about costs for services.

If you are interested in the services that the SPOR Unit can provide, more details can be found at the following link.

To apply for services, you will need to create an account and complete a form. A template of the form can be found here for your reference, but will need to be submitted through their online system.