Department of Pediatrics – Research Form Completion Matrix

FORM *PURPOSE OF FORM	ENSURE ALL FIELDS ARE COMPLETED & DOUBLE CHECK THESE	ATTACHMENTS TO INCLUDE (can be sent electronically)	REQUIRED SIGNATURES (in order)	WHAT HAPPENS NEXT & WHAT YOU NEED TO DO	FEEDBACK TO APPLICANT/PI
Application for 3T Research Time *Research use of MR resources	☐ Study title ☐ Type of study	☐ Budget (if applicable) ☐ Ethics submission (if applicable) ☐ Ethics approval (if applicable)	☐ Department Head	Email the signed form to 3Treview@ucalgary.ca	N/A
ARECCI Review *For projects outside the scope of the REB	There is no requirement for ARECCI forms to be reviewed by the Department. If you wish to provide information on the ARECCI process for your project, please submit the ARECCI score summary and second opinion review along with the study summary.				
CHREB Dept. Approval *Academic Dept. approval for submission to CHREB	☐ Study title ☐ REB# (from IRISS)	☐ Protocol summary ☐ Budget	☐ Department Head	Upload signed form in Documentation section within IRISS ethics submission	REB approval granted
Clinical Research Fund Application *To apply to CSM Clinical Research Fund competition	☐ Certifications and # ☐ Funding total ☐ Proof of matched funds	☐ Application ☐ Protocol summary ☐ Budget	☐ PI (Applicant) ☐ Department Head	Upload the signed form to application system (https://clinicalresearchfund.fluidreview.com/)	PI is notified if the grant application is successful
CSM Legal Research Contract Approval *Academic Dept. approval of research agreements	☐ Project code (assigned by CSM Legal OR RSO#) ☐ Ethics ID ☐ Overhead (if applicable)	☐ Executable (draft) agreement ☐ Protocol summary ☐ Budget	☐ PI ☐ Department Head ☐ Associate Dean Research (ADR) Email form back to csmlegal@ucalgary.ca to obtain ADR signature	CSM Legal obtains the ADR's signature and the signatures from the other parties on the agreement (e.g., AHS)	PI will be notified when agreement is fully executed.
Data Transfer Agreement Approval *To establish data transfer agreements	☐ Certifications and # ☐ Funding agency/sponsor ☐ Funding program	☐ Draft agreement ☐ Protocol summary	☐ PI ☐ Department Head ☐ Associate Dean Research (ADR)	CSM Legal obtains the ADR's signature and the signatures from the other parties on the agreement (e.g., AHS)	PI is notified when agreement is fully executed

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Form category legend: ethics, funding, contracts, other

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between research sites			Email form back to csmlegal@ucalgary.ca to obtain ADR signature		
Financial Interest Declaration *To declare conflicts of interest for grant/publications	☐ Funding application/grant ☐ Time of disclosure ☐ Completion of online training module	☐ Copy of application or agreement	☐ PI ☐ Department Head ☐ Associate Dean Research (ADR) Email form to medgrant@ucalgary.ca to obtain ADR signature	Once signed by ADR, form is forwarded to RSO Legal (not CSM Legal) for processing/review	No further action required from PI unless contacted. Contact for this form is Mariska Span-Smeelen (mspansme@ucalgary.ca)
Health Research Ethics Board (HREBA) Dept. Approval *Dept. approval for ethics submission to HREBA	☐ Study title ☐ REB# if available	☐ Protocol summary ☐ Budget	☐ PI ☐ Department Head	Include in documentation for ethics submission	REB approval granted
Mutual Non-Disclosure Agreement *For sharing information with other parties	☐ Effective date ☐ Project name	☐ Draft agreement	☐ PI ☐ Department Head	Submit form to CSM Legal contract management system. CSM Legal will obtain the Associate Dean Research's signature on the agreement	PI will receive a copy of the fully executed agreement once all parties have signed.
National Institutes of Health (NIH) Research Grant Approval *For NIH grant applications	☐ Study title	☐ Application ☐ Protocol summary ☐ Budget	☐ PI (Applicant) ☐ Department Head ☐ ADR signature required on accompanying RFAA form	Send with the Research Funding Application Approval (RFAA) form to Research Services Office (RSO) – send an email to nihgrant@ucalgary.ca for confirmation the form was received	N/A
Non-clinical Agreement Review – Amendment approval	☐ Certifications and #	☐ Original agreement summary ☐ Overview of reason for amendment	☐ PI ☐ Department Head ☐ Associate Dean Research (ADR)	CSM Legal obtains the ADR's signature and the signatures from the other parties on the agreement (e.g., AHS)	PI is notified when amendment is fully executed

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*When an existing contract/agreement is being amended			Email form back to csmlegal@ucalgary.ca to obtain ADR signature		
Office of the VPR Grant Application *When applying for VPR office grants	☐ Competition selected ☐ Eligibility	☐ Descriptions ☐ Supporting documents (varies by competition)	☐ PI (Applicant) ☐ Department Head ☐ Associate Dean Research (ADR) Email form to medgrant@ucalgary.ca to obtain ADR signature	Submit completed form and attachments to vprawards@ucalgary.ca	Applicant is notified if award is granted
Project Account Request (*Not necessary if Research Funding Application Approval [RFAA] form has been completed*) *To open new project accounts at U of C	☐ Contact info ☐ PI UCID ☐ Dept ID (28450)	☐ Budget ☐ Notice of Award ☐ Certifications (e.g., REB approval) ☐ Statement of work (research study) OR ☐ Description of research (starter funds) ☐ Related agreements/ contracts	☐ PI ☐ Department Head ☐ Associate Dean Research (ADR) Email form to medgrant@ucalgary.ca to obtain ADR signature	Form forwarded to RSO by ADR's office once signed	Email notification when form is received by RSO and when RSO sends it to research accounting. Research accounting opens the project account and the PI is notified by email.
Research Funding Application Approvals (RFAA) *Required when applying for any funding opportunity	☐ Funding agency ☐ Funding program ☐ Deadline ☐ Award type ☐ Overhead ☐ Certifications ☐ Special requirements	☐ Copy of funding application	☐ PI (Applicant) ☐ Department Head ☐ Associate Dean Research (ADR) Email form to medgrant@ucalgary.ca to obtain ADR signature	Form is forwarded to RSO for signature by ADR office	Email is sent from ADR to RSO with PI copied. RSO confirms it has been received – PI is notified when review is completed
Research Funding Application	☐ Agency	☐ Certifications (e.g., REB approval)	☐ Trainee	UG managed by BHSc office	Trainee notified when form is completed and funding application can be submitted.

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Approvals _for Training Awards_ *Academic Dept. approval of _trainee_ funding applications	☐ Trainee name ☐ Supervisor ☐ Certifications checked off ☐ Requirements checked off	☐ Related agreements/contracts ☐ Application to funder	☐ Faculty Supervisor ☐ Department Head ☐ Undergrad awards: Dr. Ebba Kurz ☐ Grad/PDF = Dr. Tara Beattie ☐ Clinician fellowship = ADR (email form to medgrant@ucalgary.ca)	Grad managed by GSE office – trainee is notified when form is completed Post-Doc form is forwarded to RSO by PDF office. Trainee is notified when form is completed.	
SCN Seed Grant Terms & Conditions *To acknowledge acceptance of terms for successful SCN Seed Grants	☐ Project title ☐ Funding amount	☐ Protocol summary	☐ PI (Applicant) ☐ Department Head	N/A	PI returns completed form to the SCN award administrator Some SCN terms and conditions require legal review – check with RSO (rsogrants@ucalgary.ca) or Jenna Slobozian (jslobozi@ucalgary.ca)
UC Operational Department Approval	N/A	N/A	N/A	N/A	N/A
This form is no longer accepted. Operational approval is obtained via CHREB Dept. Head Approval form & AHS Provincial Research Administration processes					

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