

## **Grant Submission Checklist**

This document aims to provide researchers with information about various issues to take into consideration when developing a research project.

Primary responsibility for the project rests with the Principal Investigator(s). The PI(s) applies for the grant/contract, leads the research, manages the staff and finances and reports on the findings. It is possible for the researcher to delegate these tasks for the project; however s/he cannot delegate the responsibility. Responsibility for administrative issues related to research also rests with the Department of Family Medicine and McMaster University.

Therefore it is helpful for researchers and the relevant contacts within the department and university to work together to ensure that the research project follows the policies associated with the department and institution. As well, when research proposals are submitted, it is important that the necessary steps are taken at the university level so that grant activity in the Department can be tracked over time.

In the case of an application to a peer-reviewed granting agency, the researcher completes the necessary forms and submits these to the Health Research Services (HRS) Office for processing and institutional signature as outlined below.

In the case of non-peer-reviewed agencies, a determination must first be made as to whether the research project is a grant or a contract. The researcher should contact HRS before initiating negotiations with the funding agency/sponsor/company, to ensure that if the work is contractual in nature that the Office of Office of Research Contracts & Intellectual Property (ORCIP) becomes involved as early in the process as possible.

**Review guidance documents regarding grant writing and study design and research ethics to help you generate a high quality research proposal.**

Conducting research is fundamental activity for a clinician in an academic environment. The Department's website has a section "Family Medicine Research Resources" website: <http://fammedmcmaster.ca/research/research-resource> that will provide guidance and support for grant writing, study design, statistics, writing for publication and facets of research administration.

For example you may consider whether:

- You have the breadth of appropriate expertise participating in your research group including statistical and analytical expertise.
- You have chosen a research design that is most appropriate for answering your question as well as feasible to implement.
- You are familiar with the principles of ethical conduct of research involving humans (Tri-Council Policy: <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm> and the process for submitting research protocols for review by the appropriate ethics review board, most commonly the FHS/HHS Research Ethics Board <http://fhs.mcmaster.ca/healthresearch/reb/index.html>. Some funding agencies will require that ethics review be complete, though most will allow for this to be done once funding is achieved.
- Ethics tutorial website is available: <http://www.pre.ethics.gc.ca/english/tutorial/>

**Ensure space needs are approved at the department level prior to submitting a proposal**

Please discuss space needs including new space or extending current research space with the Research Director. As we all know space is at a premium for the Department, however research space is sometimes quite flexible as projects are always starting and ending. To request space please contact: [Lisa Dolovich](#), Research Director, Ext. 28503

**Generate accurate budget estimates for human resources**

In preparing your proposal's budget there is much to consider in the Human Resource section. What type and level of support are needed to ensure successful completion of your project? Be sure to check the requirements of the specific funding agency, as some costs, such as travel for dissemination purposes, are not often permitted

“Generic Job Descriptions” are available on the Working at McMaster website:  
<http://www.workingatmcmaster.ca/link.php?link=atoz%3Amain>

**Grad Student:**

Minimum Annual Stipend of \$17,850 – add 15% benefits (do not receive pension and dental coverage)

**Post-docs:**

Annual Minimum Stipend of \$36,750 – add 21% benefits (do not receive pension and dental coverage)

**Research Assistant/ Administrative/Financial Assistants:**

Temporary/Casual/Transitional payroll	Hourly rate of \$18 – \$28 – add 15% benefits (do not receive pension and dental coverage)
Salaried payroll	Same hourly rate of pay – add 35% benefits (receive pension and dental coverage)

**Research Associate/ Coordinator:**

Temporary/Casual/Transitional payroll	Hourly rate of \$25 – \$45 – add 15% benefits (do not receive pension and dental coverage)
Salaried payroll	Same hourly rate of pay – add 35% benefits (receive pension and dental coverage)

**Please Note**

Suggested rates based on McMaster University – CAW's “Collective Agreement” document – requirement/experience will help define hourly wage – benefits are actual percentages. Certain agencies (e.g. Canadian Institutes of Health Research) may have different suggested rates for specific trainee or staff positions.

**Connect with Lisa Dolovich, Research Director to discuss human resource needs for your project.**

**Contact Information**

[Lisa Dolovich](#), Research Director ext 28503 and carbon copy  
[Sue Murray](#), Education/Operations Manager

**Generate accurate indirect cost budget figures**

Identify whether the granting agency will allow the inclusion of indirect costs, aka overhead or facilities & administrative (F&A) costs, in the research budget. Check with Health Research Services (HRS) <http://fhs.mcmaster.ca/healthresearch/> for the most up to date policies on indirect costs.

**Consider whether supplies are needed (and can be allocated) as part of your budget**

Supplies may include costs of computers, printers, faxing requirements, telephones and office supplies.

**Consider IT/computer related expenses**

Include 3% of your budget for technical support and regular IT maintenance. This 3% does not include the purchase of computers/lease, software licensing, printers and/or any other specialized equipment. If more specific information is required please contact [Kris Adamczyk](#), our IT Manager.

**Please Note**

In special circumstance other costs may apply.

**Consider whether travel is needed (and can be allocated) as part of your budget**

Consider travel of PI, Co-PI(s) and research staff for meetings and conferences. Consider travel in between research sites or in between research and practice sites. Check McMaster travel policies [http://www.mcmaster.ca/bms/BMS\\_PR\\_Travel\\_Info.htm](http://www.mcmaster.ca/bms/BMS_PR_Travel_Info.htm) for current rates for mileage, meal per diem, hotel etc.

**Consider other administrative expenses such as external auditing costs, financial management costs or publication costs**

Make sure to check with your funding agency about their specific requirements regarding financial reporting and auditing; in some cases you may be required to have annual audits with a final audit at your projects end. Each audit can cost as much as \$5,000 and many times correlates directly with the amount of your budget.

Extra staff, librarian services, printing distributions may be incurred to ensure successful completion/submission of your publication

**Follow the McMaster process for submission at the university level prior to submission to the funding agency**

Prior to submitting your proposal to the granting agency you will need to do the following:

1. Complete an HRS checklist
2. Attach a summary of research or working/draft copy of proposal
3. Attach grant signature page (signed by P.I. and Department Chair)
4. Attach budget and budget justification
5. Signed Assurances Forms (Human Ethics, Animal Ethics, Biosafety, Radiation Safety) (some agencies will allow ethics review to be pending)

These documents should be forwarded to

Michelle Howard ([mhoward@mcmaster.ca](mailto:mhoward@mcmaster.ca)) if you are:

- From McMaster Family Practice
- From the Maternity Centre

- From Stonechurch Family Health Centre
- From another McMaster affiliated site

The documents should be mailed to McMaster Innovation Park, 175 Longwood Road South, Suite 201A, Hamilton ON L8P 0A1, **two weeks prior to your due date.**

Please contact Michelle or Lisa Dolovich ([ldolovic@mcmaster.ca](mailto:ldolovic@mcmaster.ca)) for assistance with the grant submission and signature documentation process requirements as outlined above.

HRS updates and disseminates all funding information for the Faculty of Health Sciences. Agency Information and Deadlines appears on this Home Page and is disseminated to departments and the program administrators or to individuals upon request.

HRS reviews all Faculty of Health Sciences research and personnel award submissions (Including grants, contracts, and clinical trials) to ensure that:

1. University/Faculty/Hospital policies and guidelines are followed,
2. Requirements of granting agencies and government ministries are met,
3. Appropriate institutional signatures are included.

The review is more than cursory; it is not automatic and the review period generally requires two weeks. Special arrangements may be made with the Associate Dean, Research. HRS liaises with appropriate University offices (VP Research, Research Services and Research Contracts) on behalf of researchers as necessary.

#### Please Note

When funds are awarded, a notification of award (NOA)/ funding agreement is required with the above paperwork to request a research account. Deposit and reporting of these funds is handled by Finance staff of the Health Sciences.

See Post Proposal document for information pertaining to open your new research account.