

Post Funding Approval Research Project Checklist

This document aims to provide researchers with information about various issues to take into consideration when an approval for funding has been received from a funding agency.

Primary responsibility for the project rests with the Principal Investigator(s). The PI(s) applies for the grant/contract, performs 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 can not 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 is funded, it is important that the necessary steps are taken at the university level so that granting achievements can be tracked over time.

The Department to which the grant/contract has been awarded is an important player in research. The Department of Family Medicine will assist the researcher with all post proposal requirements such as, personnel recruitment, space requirements, purchasing and will provide administrative and financial support.

Please contact a research group member as outlined below for assistance with the grant submission and grant approval documentation outlined below.

Michelle Howard (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 mailing address is McMaster Innovation Park, 175 Longwood Road South, Suite 201A, Hamilton ON L8P 0A1.

Once your grant/contract has been awarded you will need to do the following:

Obtain Research Ethics Board approval

Make sure you have ethics approval from the Research Ethics Board (REB) if required. Ethics forms can be prepared in advance of awarded funding if you decide. The REB will notify you whether your ethics has been approved or denied. Often, some revisions to the protocol or consent form will be requested, and once submitted, your proposal will go back to the board for review. REB website: <http://fhs.mcmaster.ca/healthresearch/reb/index.html>. Submissions for REB review are due by 4:00pm on the Tuesday prior to monthly REB meetings. REB meeting schedule can be viewed here:

<http://fhs.mcmaster.ca/healthresearch/reb/whenisthenextmeeting.html>

Please Note

- Ethics approval is required to open a research account.
- Questions regarding ethic forms can be directed to Family Medicine Research staff as well as REB staff

Review and work with HRS and the Department to make changes to and approve a research contract (if applicable)

Granting agency reporting requirements vary between agencies. Be sure to read your contract carefully to address issues including: deliverables, insurance, publication rights, report deadlines and financial requirements.

For successful peer-reviewed applications, contact the HRS Office to have any agreement pertaining to the research grant reviewed prior to signing. In the event that a non-peer-reviewed application is successful and the research is contractual in nature, HRS will involve the Office of Research Contracts & Intellectual Property (ORCIP) in the contract review, negotiation and signing.

Please Note

Only authorized institutional officials may sign agreements/contracts on behalf of the University and these signatures will be obtained through either the HRS or ORCIP offices, as appropriate.

Complete and sign a HRS checklist

Forward your completed HRS checklist to your research group liaison as outlined above. Be sure to identify who you would like to have signing authority on your account, the PI will automatically have signing authority. Your HRS checklist will start the account opening process for your new project. The link below will tell you everything that is required to submit with your HRS checklist.

HRS checklist forms can be obtained from the following website:
http://fhs.mcmaster.ca/healthresearch/administration_forms.html

Connect with Lisa Dolovich, Research Director, to discuss your human resource needs including hiring of new staff. There may be current staff available with the types of skills required to assist with your projects success. The hiring of new research staff must be approved by the department.

Contact Information

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

Review the Grant Submission checklist for outstanding items

If there are any outstanding areas not yet addressed then these areas should be addressed prior to beginning your research (example: space requirements).

Please Note

You may find this [FLOWCHART](#) of the research grant process helpful!

- Provide the family medicine administrative/finance office with a complete copy of the HRS proposal, budget and signed documents related to the proposal.

- Work with the department administration group and research group to ensure that new employees have received an orientation including email setup, telephone, safety training etc.

- Determine who will be responsible for purchasing supplies, setting up new employees, finance reports, expense reports etc.