New Faculty Orientation
Research Services
July 8-9, 2014

Barbara Crutchley
Director, Research Services
Office of the Vice-President (Research and International)

Vice-President (Research and International)
Digvir Jayas

• Centre on Aging
• Manitoba Institute for Materials
• Manitoba Research Data Centre
• RESOLVE
• Richard Centre for Functional Foods & Nutraceuticals
• Joint with VP Admin: Smartpark Research & Technology Park

Associate Vice-President (Research)
Gary Glavin

Office of Research Ethics and Compliance

Office of Research Services

Associate Vice-President (Partnerships)
James Blatz

• Office of International Relations
• Technology Transfer Office

Updated June 6, 2012
Office of Research Services interacts regularly with Research Promotions, Human Ethics, Animal Care and Use Program, Legal, TTO, and Financial Services, as appropriate.
Office of Research Services (ORS)

Barbara Crutchley, Director

Nancy Klos, Associate Director
Research Grants Programs: CIHR, NSERC, SSHRC, Internal Grants

Tracy Mohr, Associate Director,
Institutional Programs: Canada Research Chairs, Canada Foundation for Innovation, Genome Canada, Networks of Centres of Excellence
Terry Hnatiuk, Research Information Systems Manager

My Research Tools

go to: http://umanitoba.ca/research/ors/mrt.html

A new set of web applications to provide researchers with support in relation to their research portfolio, internal and external collaborations, and potential funding opportunities.

- Allows units, faculties to produce summary reports on research funding.
Main Tools:

1) **Profile, Keywords, Collaboration and Funding Opps**
   - Enter your research expertise keywords and descriptions, internal collaboration ideas, international activities and upload your CV
   - Sign up to receive external funding opportunities alerts

2) **Expertise Search (Internal and External)**
   - Internal - Search all information (both public and university-only) entered by UM researchers
   - External - collaborators/visitors can use the Experts Search feature to view public content.

3) **My Research Projects**
   - View the current status and financial summary of your research projects and proposals

4) **Research Grant Funded Student Jobs**
   - Post your research student jobs here and your posting will be viewable online
What you can expect from ORS

- Funding opportunities information and changes to funding programs
- Provide access to resources for improved submissions
- Advise you on strategic preparation of submissions for funding
- Assist in development of efficient grant management
- Ensure regulatory compliance requirements are met
- In the case of large initiatives, provide institutional support (financial, networking and liaison)
- Provide advice on intellectual property issues related to research

Provide excellent service to support our researchers, and facilitate their research and creative work
Our Expectations of You

- Keep us informed of your activities
- Communicate early in your funding search so we can assist you during the process, not after
- Ask for information you don’t have
- Take advantage of local review committee expertise
- Attend proposal development workshops
- Keep to deadlines (internal and external)
- Be aware of policies that affect you
- Develop a 5-year plan
- Reminder that start-up funds end after 3 years
- Let us help you celebrate!
Watch for External Research Funding Notices

- Research Funding Database – get signed up!
- Agency announcements of funding programs
- ORS Current Funding Opportunities e-newsletter
- ORS website
- Faculty/ADR announcements
Funding Application Approval Form (FAAF)

A completed FAAF must be submitted to ORS with a copy of the funding proposal before submitting the proposal to the external Sponsor.

The completed FAAF includes:

- Research Project details
- All UM signatures (PI, Co-Inv., Department Head, Dean)
- Ethics and Compliance declarations
- Response to MB Health Research Initiative

Finance cannot establish a fund without a FAAF!
Access Internal Grants and Internal Funding Opportunities

- University Research Grants Program (October 15)
- UM/SSHRC Small Grants Program (October 15, March 1)
- University Creative Works Grant (May 1)
- The Dr. Paul H.T. Thorlakson Foundation Fund (April 15)
- Travel & Conference Sponsorship Program (October 31)
- Undergraduate Research Awards (February 15)

Dates correct as of July 2, 2014
Assistance in grant/contract proposal development

- Advice/assistance on preparation of grants/contracts
- Liaison with granting agencies (grants) and industry (contracts)
- Information on university research-related policies and procedures (e.g., indirect costs)
- Automatic administrative review of all external research grant applications
- Peer/scientific pre-review of external research grant applications (by request)

Contact:

Contracts: Krista Vandewaeter 474 6681
SSHRC and Miscellaneous: Barbara Hewitt 474 8390
Grants Facilitators: Karen Schwartz & Elyssa Warkentin (SSH)
NSERC: Andrea Craig 480-1819
Grants Facilitator: Dustin Lippert (NSE)
CIHR and health related: Nancy Klos 789 3672
Grants Facilitator: Jodi Smith (health)
International grants and agreements: Michelle Moayeri 789-3428
Other Resources in Research

Grant Facilitators
• (2) social sciences and humanities: Elyssa Warkentin 474-8096 and Karen Schwartz 474-9075
• natural sciences: Chantal Bassett, 290-7302
• engineering: Dustin Lippert 318-2914
• health: Jodi Smith 977-5643

Research Communications and Marketing
• Janine Harasymchuk, Manager, Research Communications and Marketing

Legal
• Lynne Hiebert, Legal Counsel

Purchasing
• TBA, Purchasing Consultant (Research)
Institutional Program Competitions
Tracy Mohr (474-6005)

Proposal Preparation and Award Questions
- Canada Foundation for Innovation (CFI)
- Canada Research Chairs (CRC)
  (consult with Dean/Director; requires prior approval of submission)
- Networks of Centres of Excellence (NCE)
- Genome Canada

Contact:
(CFI pre-award and CRC)
  Birtukan Gebretsadik 480-1409

(CFI post-award)
  Jackie Cooney 480-1495

(NCE, Genome Canada)
  Robert Senkiw 474-9019
Local Sources of Research Funding

Health Research
• Thorlakson Foundation (University of Manitoba)
• Manitoba Health Research Council (MHRC)
• Manitoba Medical Services Foundation (MMSF)
• Health Sciences Centre Foundation
• MB Institute of Child Health (Division of Children’s Hosp. Fdn)

Natural Sciences and Engineering Research
• Manitoba Hydro
• ARDI, MAFRI

Social Sciences and Humanities and the Arts
• Manitoba Culture, Heritage and Tourism
• Manitoba and Winnipeg Arts Councils
Suggested Timetable for Funding Application Proposals

The research funding environment is highly competitive. Your proposal reflects your abilities as a researcher. Sloppy presentation can allow the reviewer to imagine that you are just as sloppy in your methodology.

Begin preparing your application well in advance of the deadline for submission. Unforeseen problems will invariably arise and could result in a hasty application that jeopardizes your chances.

It is always wise to have a critical set of eyes review your proposal before you submit it. Remember though that these people are also busy so you cannot assume that they can do an adequate job at a moment’s notice.
Months prior to **Due date**

- **12 months** Begin any pilot study required to justify an application to a national granting agency
- **5 months** Work on several drafts
- **4 months** Legible draft
- **3 months** Colleague to read and comment on draft
- **1-2 months** Revisions
  - Advance materials to agency if required
- **1-2 months** Request pre-screening of draft application by ORS
- **1-2 weeks** Process final original proposal through Dean’s Office and ORS (by the internal deadline)
  - Allow for revisions, photocopying and mailing
- **Deadline** Sponsor's stated deadline (receipt date or postmarked date)
Transformational Partnerships Approach

Identify
- Industry needs and opportunities, U of M expertise, Funding

Match
- Collaborative research

Assign IP
- Company manages IP

Development
- New/Improved products and/or services

Sales
- Researcher and U of M collect royalties
Example Scenario
How to Turn $21,000 into $100,000

- Interaction Grant - $5,000
- Engage Grant - $25,000
- Company Cash Contribution $37,500
- CRD Matching $37,500
- Total Research Support $105,000

- Federal SR&ED Claim $9,800
- Provincial SR&ED Claim $7,000
- Actual Industry Cost - $20,700
- Actual Industry Value ~$250,000
New Invention Process (Internal)

**Identify**
- Invention disclosure

**Assess**
- Patent and market due diligence

**Protect**
- Patents and/or Trade Secret

**Market**
- Identify the right partner

**Transfer**
- Make the deal and collect royalties
Research Services
Post-Award Procedures

Research Services (VP Research & International)
- records awards from national agencies
- liaison with granting agencies (policy interpretation)
- liaison with Research and Special Fund Accounting

Research and Special Fund Accounting, Financial Services (VP Administration)
- receives cheque
- sets up account (once FAAF has been processed)
- provides monthly reports
- processes salary payment (stipends: student/professor)
- provides financial statements to sponsors
Post-Award Procedures (continued)

Purchasing, Financial Services, (VP Administration)
• processes Purchasing forms (materials, equipment)
• processes payments to consultants on purchase order

Payroll and Concur (travel), Financial Services (VP Administration)
• processes payment (full-time, visiting profs, etc.)
• processes travel claims (Concur)
AWARDS
Brent Deere, Research Awards Administrator
474-8697

• Tracks all awards and honours opportunities and keeps researchers/units informed of upcoming deadlines.

• Assists faculty and/or submits on behalf of the VPRIO approximately 45 nominations a year. (Examples: Royal Society, Killam Prize, SSHRC Gold Medal, YWCA Women of Distinction).

• We encourage all members of the university community to nominate colleagues for provincial, national and international research awards and honours.
Research Integrity: Responsible Conduct of Research

- UM has signed on to the Tri-Council Framework for the Responsible Conduct of Research
- Our policies reflect this framework
- We have purchased an on-line tutorial from the Epigeum Group (UK)
- Required for all Graduate Students; *highly recommended for all faculty*
- About 8 hours to complete, at your leisure
- A certificate of completion will be generated
Office of Research Ethics and Compliance (OREC)

In an environment of increased accountability:

**Animal Ethics**
- Tracy Van Osch, Animal Care Coordinator 474-6182
- Dr. Richard Hodges, Director of Animal Care 474-6557

**Human Ethics**
- Maggie Bowman (Ft. Garry Campus) 474-7122
- Shelly Rempel-Rossum (Bannatyne) 789-3389

**Research Quality Management**
- Monica Woods, RQ Assurance Manager 272-3121

**Controlled Goods**
- Rick Jansen, Director, Security Services 474-8709

**Environmental Health and Safety**
- John van Delden EHSO 474-9290
- Steve Cole EHSO 789-3675
- Leona Page, Coordinator, Radiation Safety 789-3613
Thank you!
Questions?