New Faculty Orientation 2017

Office of Research Services (ORS)
Office of the Vice-President (Research and International)

Vice-President (Research and International)
Diluyk Jayas

1 Reporting units:
- Centre for Human Rights Research
- Centre on Aging
- Institute of Musculoskeletal Health and Arthritis
- Manitoba Institute for Materials
- Manitoba Research Data Centre
- Mosaic
- National Centre for Truth and Reconciliation
- RESOLVE
- Joint with VP Admin: Smartpark Research & Technology Park
  Provides oversight to SCLR approved Centres and Institutes

Associate Vice-President (Research)
Gary Glavin

Office of Research Ethics and Compliance

Office of Research Services

Associate Vice-President (Partnerships)
Jay Doering

International Centre

Technology Transfer Office

University of Manitoba
The Role of ORS

• Keep you apprised of funding opportunities and changes to programs
• Advise you on strategic preparation of grant and contract funding
• Ensure regulatory compliance requirements are met
• Provide institutional support for large-scale initiatives
Research Information Systems Manager: Terry Hnatiuk

My Research Tools: [http://umanitoba.ca/myresearch/](http://umanitoba.ca/myresearch/)

Web applications to support UM researchers by helping to:

- Identify internal and external collaborations
- Locate potential funding opportunities
- Manage your research project/proposal information online
MRT - Main Tools

SPIN:
• An external funding opportunity database
• Ability to save searches and setup automatic email notifications

Profile, Keywords, Collaboration:
• Enter your research expertise (keywords and descriptions) making it viewable on UM homepage - using ‘Research Experts’ (next to people search)

My Research Projects:
• View current project/proposal status and financial summary
• View protocol expiry date
• Find your UM Project #
Funding Application Approval Form (FAAF)

FAAF must be submitted to ORS with a copy of the research proposal prior to submission to the funding agency. *Finance cannot establish a fund without a FAAF*

FAAF includes:
- Research Project details
- UM signatures (PI, Co-PI, Department Head, Dean, ORS Director)
- Ethics and compliance declarations
- MB Health Research Initiative
Institutional Costs

**UM Institutional Costs Policy**: Recovery of costs to conduct research

Tri-Agency programs: 0%

- Grants: 15% or posted rate
- Contracts: 30%

**Distribution**:

- 25% researcher
- 25% Dean & Department
- 30% Administration; 20% Research Development
Watch for Research Funding Notices

• Research Funding Database – get signed up
  (Individual session by Research Info Systems staff)

• Research funding announcements via ADR/RLOs:
  o ORS Weekly Funding Opportunities e-newsletter
  o Research Grants Officers for major competitions (with internal timelines)

• ORS website
Proposal Development Support

Research Facilitators
- 7 within various disciplines
- Proposal development and review; identify funding sources; community engagement activities

Research Grants Officers
- 6 Research Grants Officers + 1 Research Grants Assistant
- Proposal and compliance review; liaises with granting agencies
Proposal Development Support continued

**SSHRC**
Barbara Hewitt (RGO); Karen Schwartz & Elyssa Warkentin 
(Research Facilitators)

**NSERC**
Andrea Craig (RGO); Chantal Basset, Dustin Lippert, Kristen Kindrachuk, Lisa Peters (Research Facilitators)

**CIHR and other Health**
Jackie Cooney-Birch (CIHR RGO) 
Michelina Violi (Health RGO effective Sept/17) 
Lynne Wichenko (Post-Award Grants Assistant) 
Jodi Smith (Research Facilitator)
Proposal Development Support continued

Canada Research Chairs/Canada Foundation for Innovation
Birtukan Gebretsadik (RGO)
Project Management Coordinator (vacant)

Mitacs, Genome Canada, Western Diversification
Robert Senkiw (RGO)
ORS Internal Deadlines

For large, complex grants (e.g., tri-agency and those that require institutional support letters):

• submit to ORS with FAAF 2 weeks in advance of agency deadline.

For other ‘rolling’ grants:

• 7 days in advance of agency deadline for most competitions

Best to contact ORS as soon as possible in the process:

• Applications may require additional institutional actions (e.g., institutional registration, creation of new agency accounts, institutional certifications, etc.)
Our Expectations of You

- Communicate with us (RGOs and Research Facilitators) early in your decision to submit a proposal so we can plan for proposal development support (*but have multiple competing demands*)
- Take advantage of local review committee expertise
- Attend proposal development workshops
- Keep to deadlines (internal and external)
- Be aware of policies (compliance, institutional costs, etc)
- Develop a 5-year research plan: **start-up funds end after 3 years**
Internal Funding Opportunities

- Small Research Equipment Funding Program (July 31)
- University Research Grants Program (October 15)
- UM/SSHRC Small Grants Program (October 15, March 1)
- University Creative Works Grant (May 1)
- University Collaborative Research Program (October 15)
- University Indigenous Research Program (October 15)
- Travel & Conference Sponsorship Program (October 31)
- Undergraduate Research Awards (February 15)
Things to consider with International Funding opportunities

- Expect a longer lead time for preparation and submission
- Applications can be complex and budgets more comprehensive
- Agency policies and rules as well as foreign laws (e.g., audits)
- Eligibility (agency may not fund international researchers)
- Ongoing and extensive financial and progress reporting
International Funding… continued

- Foreign currency fluctuations
- Indirect costs (institutional costs)
- Need for international partners and local assistance to manage projects
- Access to international sites, local laws/regulations, political environment
- Need to sign contract(s) with sponsors and/or partners/collaborators
- Heightened post-award management and accountability
Is it a grant or is it a contract?

• A grant is unrestricted funds

• A contract is anything where the University is accepting risk, or has an obligation. Some examples include:
  ➢ Ownership, IP
  ➢ Publication requirements
  ➢ Indemnity
  ➢ Funds contingent on a deliverable or milestone
How are research contracts processed?

- ORS reviews research contracts and addresses concerns by researcher(s) and business terms.
- As per UM policy, all research contracts (non-UM templates) are reviewed/stamped by legal counsel.
- UM Technology Transfer Office may be consulted on intellectual property issues if necessary.
- International Office may also be consulted if required.
Once an agreement is finalized…

- ORS obtains signatures for agreement execution.

_Researchers cannot sign on behalf of the University_

- ORS will send the researcher an executed copy.

- ORS will award funds and communicate with research accountant to set up FOP (if applicable).
How can I speed up the contract process?

• Send all relevant information:
  ➢ Completed PI Questionnaire
  ➢ Protocol/Proposal/Statement of Work
  ➢ Budget (and Budget Justification if required)
  ➢ Required Ethics approvals
  ➢ # of anticipated participants (if applicable)
  ➢ Administrative contact info at sponsor/agency from which you received the agreement
  ➢ Fully signed FAAF (if you haven’t already submitted)

• Timely response to requests from ORS and Legal Office
Research Contracts Department

Director: Kerrie Hayes

Contract Coordinators:
• Michelle Olivson
• Holly Musto (term until Aug/17)
• Krista Vandewaeter (on leave until August/17)
• Michelina Violi (term until Sept/17)
Post-Award Procedures

• Ensure ethics certifications in place and send to ORS RGO
• Send Award Notice to ORS RGO (some agencies send directly to researcher)
• Record dates for project milestones and progress reporting to agency

Next steps:
• ORS will record info in InfoEd
• Grant accountant will email you with FOP info
Office of Research Ethics and Compliance

In an environment of increased accountability:

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

Human Ethics:
• Pinar Eskicioglu, Coordinator (Ft. Garry Campus) 474-7122
• Shelly Rempel-Rossum, Coordinator (Bannatyne) 789-3389

Controlled Goods:
• Rick Jansen, Director, Security Services 474-8709

Environmental Health and Safety:
• Steve Cole  EHSO 789-3675 / Leona Page 789- 3613
Research Integrity: Responsible Conduct of Research

UM adheres to the Tri-Council Framework for the Responsible Conduct of Research

- Research Integrity Online Course (delivered through UMLearn platform)
- Required for all Graduate Students (*highly recommended for all faculty*)
Research Awards

Research Awards Administrator: Brent Deere
Awards Assistant: Kristina Belling (as of July 19)

• Tracks all awards and honours’ opportunities and notifies researchers/units of upcoming deadlines.

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

• Members of the university community are encouraged to nominate colleagues for provincial, national and international research awards and honours.
Thank you!

Questions?