THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

Faculty of Medicine

Research 101

A guide to navigate the research landscape at UBC

Prepared by:

The Office of Research and the Graduate and Postdoctoral Education Office

Faculty of Medicine

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1.0 Introduction

At the University of British Columbia (UBC), a number of administrative resources are available to its researchers to support their research program; however, navigating through these resources may be challenging. The Faculty of Medicine (FoM) is the largest Faculty at UBC with 600+ academic faculty members, 10,000+ clinical faculty, and 6,500+ staff/trainees, and the FoM's Office of Research provides support to members within the Faculty to enhance their research successes. The purpose of the Faculty of Medicine Research 101 document is five-fold:

1) To introduce FoM's organizational structure;
2) To outline research-related resources available to FoM members;
3) To identify different types and sources of funding opportunities for faculty members to consider;
4) To provide guidance through the administrative processes for the submission of funding applications; and
5) To highlight University-wide offices involved in the recruitment process of graduate and post-doctoral researchers.

This is a living document and will be updated on a yearly basis.

2.0 Faculty of Medicine Organizational Structure

The Faculty of Medicine encompasses four university academic campuses, 11 clinical academic campuses, 17 affiliated regional centres and more than 65 community education facilities/rural and remote distributed sites. Much of the research within the FoM is conducted under the auspices of its academic units as outlined in the next section below.

2.1 Departments and Schools

Departments and Schools form the permanent structure and disciplinary backbone of the FoM. Schools are distinct from Departments in that the curriculum is accredited by an external regulatory body and may have additional autonomy within the University. Department and Schools may form Divisions to focus on specific recognized areas of expertise in the academic or service mandate. The research mission of a Department or School is delivered through both disciplinary and cross-disciplinary individuals or teams, located either in a Department or School, or in a Research Centre or Institute.

The 19 Departments and 3 Schools within the FoM are listed below:

- Anesthesiology, Pharmacology & Therapeutics
- Audiology & Speech Sciences (School)
- Biochemistry & Molecular Biology
- Biomedical Engineering (School)
- Cellular and Physiological Sciences
- Dermatology & Skin Science
- Emergency Medicine
- Family Practice
- Medical Genetics
- Medicine
- Obstetrics & Gynecology

- Occupational Science & Occupational Therapy
- Ophthalmology & Visual Sciences
- Orthopaedics
- Pathology & Laboratory Medicine
- Pediatrics
- Physical Therapy
- Population & Public Health (School)
- Psychiatry
- Radiology
- Surgery
- Urologic Sciences

2.2 Research Centres & Institutes

Research Centres and Institutes provide infrastructure designed to support cross-disciplinary research and scholarship that enhances the academic goals of the FoM and UBC. These units have a primary focus on research, and bring together a critical mass of scholars from several disciplines and areas of specialization. Research Centres and Institutes offer an institutional platform from which to apply for grant support or for financial support outside of UBC. Research Centres and Institutes must apply for approval to be officially recognized as a FoM-approved or a UBC Senate-approved Centre/Institute; there may be Centres/Institutes not officially recognized by or affiliated with the FoM or UBC.

Research Centres are predominately research and scholarship focused units with members crossing Department/Schools and Faculty boundaries. A Centre usually has a cohesive programmatic research and scholarship focus, most often disease or organ specific, and will incorporate one or more research themes.

The 21 FoM-approved and UBC Senate-approved Research Centres are listed below:

- BC Centre on Substance Use
- Centre for Advancing Health Outcomes
- Centre for Blood Research*
- Centre for Cardiovascular Innovation
- Centre for Chronic Disease Prevention & Management
- Centre for Excellence in Indigenous Health*
- Centre for Gender & Sexual Health Equity
- Centre for Health Education Scholarship
- Centre for Health Services & Policy Research*
- Centre for Hip Health & Mobility*
- Centre for Molecular Medicine & Therapeutics*

- Djavad Mowafaghian Centre for Brain Health*
- Edwin S.H. Leong Centre for Healthy Aging
- Human Early Learning Partnership*
- International Collaboration on Repair Discoveries*
- James Hogg Research Centre*
- Northern Centre for Clinical Research
- UBC Centre for Disease Control*
- Vancouver Prostate Centre*
- W. Maurice Young Centre for Applied Ethics*
- Women's Health Research Institute (WHRI)

*denotes UBC Senate-approved Centre

Research Institutes are normally associated with a single geographic location or an integrated network with a common administrative structure. Research Institutes may have dual or multiple reporting relationships to the FoM, another Faculty within UBC, and or a Health Authority. A Research Institute is comprised of a number of Research Centres and Research Groups/Programs, covering a wide range of research areas and types of scholarship. Many of the Research Institutes within the FoM are partnered with Health Authorities, where the Executive Director or Lead of the Health Authority Research Institutes are also FoM Associate Deans, Research, and have signing authorities on research grants. For more on signing authority, please see section 4 on research funding.

Below are the five UBC Senate-approved Research Institutes within the FoM:

- BC Cancer Research Institute (BCCRI)*
- BC Children's Hospital Research Institute (BCCHRI)*
- Life Sciences Institute (LSI)

- Providence Health Care Research Institute (PHCRI)*
- Vancouver Coastal Health Research Institute (VCHRI)*

*denotes Health Authority Research Institutes

https://www.med.ubc.ca/about/departments-schools-centres/

2.3 Administrative Units

FoM also includes a number of administrative units located at various sites, with most based at either the UBC Point Grey campus or the Diamond Health Care Centre.

https://mednet.med.ubc.ca/office-of-the-dean/about-the-faculty/

The major units include:

2.3.1 Development and Alumni Engagement

Development & Alumni Engagement supports faculty members to identify potential donors and develop successful and sustainable donor relationships to support research and training. The focus is on major gifts ($50K+) from individuals, foundations and corporations. Click here for more information.

Primary contact: Leanne Denis

2.3.2 Clinical Faculty Affairs

The office facilitates two-way communication and understanding between clinical faculty and the Faculty of Medicine. The office promotes clinical faculty development and initatives in teaching and scholarly activity, educational leadership, and research. Click here for more information.

Primary contact (Administration): ocfa.med@ubc.ca

2.3.3 Digital Solutions

Formerly known as MedIT, Digital Solutions advances education and research through digital innovation to transform health for everyone. Click here for more information.

Primary contact (Education): Gary Rosborough
Primary contact (Research): Gurm Dhugga
Primary contact (Administration): Chris Taylor

2.3.4 Office of Creative and Communications

The Office of Creative and Communications delivers strategic communications and creative programs, along with key initiatives, that align and help achieve the goals in the Faculty's strategic plan Building the Future. These efforts are focused on building brand and reputation that creates clear external and

internal awareness and understanding of the Faculty's vision and role as a global leader. Click here for more information.

Primary contact: Katie White

2.3.5 Office of the Vice Dean, Education

The Office of the Vice Dean, Education (Dr. Roger Wong) is responsible for providing critical support and guidance to all educational programs offered within the Faculty of Medicine at all sites across British Columbia: MD Undergraduate Program (MDUP), in partnership with the Universities of Victoria, Northern British Columbia, and UBC Okanagan; Postgraduate Medical Education (PGME); Health Profession (HP) programs; Graduate and Postdoctoral Education; Continuing Professional Development; Faculty Development as well as Evaluation Studies, Centre for Health Education Scholarship, MD Admissions, MDUP Student Affairs and the Faculty of Medicine Vancouver Summer Program that support the teaching and education delivery of the Faculty of Medicine undergraduate, graduate and postgraduate programs.

Primary contact: Jennifer Golinski

2.3.6 Office of the Vice Dean, Research

Led by the Vice Dean, Research (Dr. Robert McMaster), the Office of Research is responsible for coordinating FoM research priorities, supporting strategic research project and proposal development, managing procedures around research grants, contracts and agreements, and facilitating undergraduate student research opportunities. The office also includes the Graduate and Postdoctoral Education Office, providing leadership, oversight, and support for graduate and postdoctoral education and research. Click here for more information.

Primary contact: Michelle Wong

2.3.7 Office of Respectful Environments, Equity, Diversity & Inclusion

The Office of Respectful Environments, Equity, Diversity & Inclusion (REDI) provides leadership across the UBC Faculty of Medicine to meet the goal of transforming our culture. REDI is a service office that

will work collaboratively across the Faculty to implement changes to create safe environments in which faculty and staff can all participate and thrive. Click here for more information.

Primary contact: redi.office@ubc.ca

2.3.8 Faculty Affairs & Human Resources

Responsible for managing HR guidelines and procedures for faculty across FoM. Please note that faculty are appointed within Departments and Schools, not with FoM Faculty Affairs. Faculty Affairs is also involved with academic leader recruitment and reviews, reviews of FoM units, and the faculty promotion and tenure process. Click here for more information.

Primary contact: Sandy Liu

2.3.9 Finance Service Team

Consisting of two major portfolios, the Academic Finance team is responsible for providing specialized finance services to FoM Departments, Schools, Centres, and Institutes, while the Education and Administrative Finance team is responsible for providing specialized finance services for Education, the Office of the Dean, and other central faculty services, as well as supporting research and new program development. Click here for more information.

Primary contact: Joyce Wong

2.3.10 Office of the Dean

The Office of the Dean includes the Dean (Dr. Dermot Kelleher), Vice Dean Academic (Dr. Mieke Koehoorn), Vice Dean Health Engagement (Dr. Michael Allard), and other senior leaders, responsible for providing strategic leadership to the Faculty with guidance from other FoM units. Click here for more information.

Primary contact: Nicole Koller

2.3.11 Space Planning & Facilities Management

Space Planning & Facilities Management unit supports the Faculty of Medicine in the provision of medical education, research and administration by developing and utilizing university and health authority academic facilities to meet functional requiremnts for all programs. The Space Planning & Facilities Management unit is also responsible for purchasing. Click here for more information.

Primary contact: Michelle Neilly

2.4 Academy of Translational Medicine (ATM)

The Academy of Translational Medicine (ATM) is a coordination hub for advanced research and translation that connects the science, business, and health sectors to enable bio-innovation at speed. The distributive model takes advantage of the incredible assets in British Columbia's bio-innovation ecosystem and builds on existing structures. The ATM is an overarching entity within UBC FoM, drawing upon the Faculty's expertise and strengths throughout the province with the ultimate goal of reducing the timeline for translational medicine: from biomedical discoveries into real-world treatments for patients and impacts on community health.

For more information: https://atm.med.ubc.ca

3.0 Resources for UBC Researchers

UBC has established the following resources to support researchers:

3.1 Office of Research Services (ORS)	3.5 University Industry Liaison Office (UILO)	3.9 Support Programs to Advance Research Capacity (SPARC)	3.13 Institutional Programs Office (IPO)
3.2 Research Information Systems (RISe)	3.6 entrepreneurship @UBC	3.10 Office of Research Prizes and Awards (ORPA)	3.14 Office of Research Ethics (ORE)
3.3 UBC Committee on Animal Care	3.7 Knowledge Exchange Unit (Kx)	3.11 SPARC resources and sample library	3.15 Office of the University Counsel (OUC)
3.4 UBC Biosafety Committee	3.8 Innovation Partnerships	3.12 Indigenous Research Support Initiative (IRSI)	3.16 UBC Library Services
3.17 BC Children's Hospital Research Institute Research & Technology Development Office (RTDO)		3.18 BC Cancer Technology Development Office (TDO)	

3.1 Office of Research Services (ORS)

The Office of Research Services (ORS) provides researchers with services such as research grant development, institutional approval for grant applications, obtaining research compliance certificates, setting up research accounts and spending limits, transferring research funds to/from collaborators at

other institutions, registering clinical trials, or finding information about research funding at UBC and its affiliated institutions.

The goal of the ORS is to deliver excellence in research by providing top-quality administrative support to UBC's research community.

For more information: www.ors.ubc.ca

General contact: ors@ors.ubc.ca

3.2 Research Information Systems (RISe)

Research Information Systems (RISe) is an online research administration tool that consists of seven modules: Animal Care, Biosafety, Conflict of Interest/Conflict of Commitment, Extended Reporting, Grants Administration, Human Ethics, and Radiation Safety. First-time users must self-register for an account in RISe following the instructions here.

Research applications are reviewed through RISe to ensure compliance with policies and approval from appropriate committees. Researchers and administrators can manage and track applications online through to approval, certification and awarding of funds.

The Extended Reporting feature allows users to run their own funded data reports centered around funding application summary award queries, keyword searches, principal investigator information, and administrative statistics.

For more information: www.rise.ubc.ca

General contact: risesupport@ors.ubc.ca

3.3 UBC Committee on Animal Care

UBC recognizes that involving animals in teaching and research is a privilege, not a right. A series of procedures and policies are strictly enforced, internally and externally, to ensure that animal care is a primary consideration in meeting the goals of teaching and research. Any research or teaching conducted at UBC or by persons affiliated with UBC that involves the use of animals (including fish) must have the approval of the UBC Committee on Animal Care.

For more information: https://animalcare.ubc.ca/

3.4 UBC Biosafety Committee

Any activities conducted at UBC facilities or affiliated institutions that involve biohazardous materials must be reviewed and approved by the UBC Biosafety Committee prior to the start of the research project. This includes research and teaching with: cultured animal cells, cell lines, recombinant DNA, plasmids, parasites, toxins, microorganisms (including viruses and bacteria), and primate body fluids (including blood), and PRIONS. All research activities are subject to this review regardless of funding source. Applications for review and certification by the Biosafety Committee must be submitted electronically on RISe. The Office of Research Services provides administrative support in applying for a Biosafety Certificate.

For more information: https://ors.ubc.ca/compliance-reporting/compliance-requirements/biosafety

3.5 University Industry Liaison Office (UILO)

The University Industry Liaison Office (UILO) is a recognized leader in translating research out of the academy for the betterment of society. Research and innovation partnerships with industry, entrepreneurs, government, and non-profit organizations are supported by UILO, which branches into two groups, one of which specializes in sponsored research, while the other focuses on technology transfer.

3.3.1 Sponsored Research Group

UBC researchers can submit their completed research proposals, budgets, and Research Project Information Form to the Sponsored Research Group, which establishes contractually arranged partnerships between industry and researchers at UBC and its affiliated hospitals, as well as partnerships with government and non-profit organizations. In order to match a particular proposal with the correct type of agreement and the relevant contact person, it is advisable to use the brief guide from UILO.

Completed proposal packages can be sent to srg@uilo.ubc.ca.

3.3.2 Technology Transfer Group

Proprietors of research outputs, including patentable inventions, materials, research tools, software and other innovations can reach out to the Technology Transfer Group to collaborate in setting goals and priorities, and in developing strategies to commercialize their outputs and maximize their impact.

The appropriate contact for the technology transfer group can be determined in accordance with the relevant faculty or department.

For more information on both groups: www.uilo.ubc.ca

3.6 entrepreneurship@UBC

entrepreneurship@UBC provides UBC students, researchers, faculty members, alumni and staff with the resources, networks, and funding they need to succeed. As one of the world's top 40 research universities with 80,000 students, faculty and staff and over $730 million in annual research funding, UBC has long been a catalyst for innovation. Part of the Innovation UBC network, entrepreneurship@UBC supports UBC ventures and entrepreneurs to generate social and economic impacts in B.C. and around the world.

For more information: https://entrepreneurship.ubc.ca/

3.7 Knowledge Exchange Unit (Kx)

The UBC Knowledge Exchange Unit builds capacity among researchers, students and staff across disciplines to develop and share impactful knowledge through connections and exchange with communities, government, not-for-profit organizations and the general public.

For more information: https://kx.ubc.ca/

3.8 Innovation Partnerships

Innovation UBC builds on the experience and expertise of translating research discoveries and partnerships into new technologies, services, treatments and policies. This network involves multiple units and teams in the VPRI portfolio, faculties and departments, and expands the range of assistance for UBC researchers, scholars and their partners to generate social and economic impacts in B.C. and around the world.

For more information: https://research.ubc.ca/innovation-partnerships

3.9 Support Programs to Advance Research Capacity (SPARC)

The Support Programs to Advance Research Capacity (SPARC) office offers a competitive advantage to UBC faculty members by providing strategic professional services and resources for major Tri-Agency

(CIHR, NSERC, SSHRC and NFRF) research grant competitions designed to develop capacity, build collaborations, increase application success rates and enhance research excellence at UBC.

SPARC provides program outreach (e.g., consultations, information sessions), project development support (e.g., strategic grant workshops, application resources, sample grants) and proposal feedback (e.g., editorial and criteria review). For example, feedback from a proposal review may address issues such as content gaps related to selection criteria and instructions/guidelines, application organization and formatting, clarification of meaning, or strengthening content impact.

For more information: www.sparc.ubc.ca

3.10 Office of Research Prizes and Awards

The Office of Research Prizes and Awards provides strategic guidance and nomination support for external awards and oversees UBC's internal faculty research awards program.

For more information: https://prizes.research.ubc.ca/

3.11 SPARC resource and sample library

To support UBC faculty-led applications to major Tri-Agency research grant competitions, SPARC maintains libraries of CWL-protected resources and successful grant applications. SPARC library contrains application templates, guidelines and workshop materials for CIHR, NSERC, SSHRC, NFRF and MSHR BC competitions.

For more information: https://sparc.ubc.ca/resources-sample-grants

3.12 Indigenous Research Support Initiative (IRSI)

A part of the portfolio of the Vice-President, Research & Innovation (VPRI) office, the Indigenous Research Support Initiative provides professional support and services for Indigenous research collaborations across both UBC campuses. IRSI leadership receives culturally-relevant advice, leadership and guidance from Indigenous Advisory Committees comprised of local Indigenous community members as well as faculty, staff and students from each of UBCV and UBCO, thus ensuring that the local and regional context at each campus is honored.

For more information: https://irsi.ubc.ca/

3.13 Institutional Programs Office (IPO)

The Institutional Programs Office (IPO) provides administrative and strategic support for major research projects, including infrastructure awards and other research initiatives. The IPO manages the full cycle of major federal, provincial and regional research awards. These typically include awards offered by the Canada Foundation for Innovation (CFI), British Columbia Knowledge Development Fund (BCKDF) and Western Economic Diversification Canada (WD). Please note that most of these awards are granted to UBC, then allocated to researchers through internal competitions. The FoM Office of Research will coordinate this process between the IPO and FoM researchers.

For more information: [Institutional Programs Office](#)

3.14 Office of Research Ethics

The Office of Research Ethics oversee and manage the process of reviewing and monitoring research involving human participants, and US financial conflict of interest. UBC's Behavioral Research Ethics Board is responsible for reviewing behavioral or social sciences/humanities research, or research that may involve the study of patients or health care providers. The Clinical Research Ethics Board (CREB) reviews research that involves surgery, clinical interventions, exercise programs, and/or the analysis of clinical data.

The Office of Research Ethics provides a variety of instructional resources to help members of the UBC research community confidently engage in ethical research involving human subjects. A comprehensive listing of UBC policies, standard operating procedures, regulations and guidance that apply to research involving human subjects is also available.

For more information: https://ethics.research.ubc.ca/

3.15 Office of the University Counsel (OUC)

The Office of the University Counsel (OUC) is staffed by a team of lawyers and other professionals who report to the University Counsel. The University Counsel reports directly to UBC's President. Among the broad range of services provided, the Office of the University Counsel:

- provides strategic legal advice and a full range of legal services directly to the University, its senior administration, the Board of Governors, the Senates, and the Council of Senates;
- provides strong and responsible advocacy before courts, administrative agencies, or other public bodies;
- oversees the development and review of Board of Governors' policies and delegated signing authorities;
- is responsible for UBC's compliance with British Columbia's Freedom of Information and Protection of Privacy Act;
- regulates and manages UBC's conduct systems and internal administrative tribunals

OUC is also the primary source of advisory support with respect to UBC's Conflict of Interest policy, which protects our ability to deliver research and education without bias or personal interest. The policy helps faculty, staff and leadership in making good decisions when our UBC and outside roles overlap.

For more information: https://universitycounsel.ubc.ca/

3.16 UBC Library Services

The UBC Library is a vital support for research, learning, and teaching excellence at UBC. For UBC faculty staff and students, your UBCcard is your library card. It is used to borrow UBC library materials and to access online resources and services. You may also use your Campus-Wide Login (CWL) to access electronic resources through the UBC Library website.

UBC Clinical Faculty can request, activate, or renew your UBC Clinical Faculty Library card online at: https://services.library.ubc.ca/borrowing-services/library-cards/faculty/library-card-activation-for-ubc-clinical-faculty/ .

For more information: https://www.library.ubc.ca/

3.17 BC Children's Hospital Research Institute Research & Technology Development Office (RTDO)

Open to researchers affiliated with BCCHRI and WHRI, the Research & Technology Development Office (RTDO) provides expertise in strategic research planning and the development of successful research programs, major projects, and partnership activities. The goal of the RTDO is to maximize the success of researchers to obtain external research, salary, and infrastructure awards.

RTDO provides expert support in research development, strategic planning, proposal development, technology development, and education.

For more information: [Research & Technology Development Office](#)

3.18 BC Cancer Technology Development Office (TDO)

The Technology Development Office (TDO) works closely with BC Cancer researchers to take promising inventions or discoveries to market. TDO also manages the relationship between scientists, clinicians and industry partners to promote the development of relationships and to explore opportunities for translating discoveries into innovations.

TDO also provides a range of technology development services to BC Cancer scientists, including research agreements and contracts, research partnering, technology screening, intellectual property protection, technology commercialization and start-up assistance.

For more information: [BC Cancer Technology Development Office](#)

4.0 Research Funding

4.1 Where to find funding opportunities

There are numerous funding opportunities available to our faculty members. Here are a few resources with up-to-date research funding opportunities.

Faculty of Medicine (FoM)

FoM lists funding opportunities that are available to faculty members on MedNet, which provides the most up-to-date information for researchers. FoM members may also subscribe to the following FoM newsletters:

- *The Link*: an e-newsletter sent to all faculty and staff every other Tuesday from FoM's Communication team. It includes a roundup of the news and events of interest within FoM. For more information, please email the Communications Team.
- *Research Roundup*: an e-newsletter sent to faculty and staff subscribers. It includes funding opportunities and events available to all FoM members. To be added to the mailing list, please complete the information here.

Office of Research Services

ORS also lists major internal and external funding opportunities on their website. The funding opportunities calendar provides details of upcoming competitions, application requirements, and deadlines.

Research Institutes

Research institutes may also list funding opportunities, both internal sources of funding (typically only open to researchers at the institution), as well as external sources. Below are direct links to some Research Institutes that maintain their own list of funding opportunities.

- BC Cancer Research Institute
- BC Children's Hospital Research Institute
- Providence Health Care Research Institute
- Vancouver Coastal Health Research Institute
- Women's Health Research Institute

4.2 Funding Sources

Within UBC, most sources of funding fall into one of the following categories. Below is a brief description of each of the categories, along with a few examples:

- Government (Tri-Agency)
- Government (other agencies)
- Non-profit organizations
- Industry

4.2.1 Government (Tri-Agency)

Collectively known as the "Tri-Agency", the main sources of Canadian federal research funding are the following:

- Canadian Institutes of Health Research (CIHR)

- Natural Sciences and Engineering Research Council (NSERC)

- Social Sciences and Humanities Research Council (SSHRC)

CIHR is the primary federal agency responsible for funding health and medical research in Canada. Some funding opportunities offered by NSERC and SSHRC may be appropriate for FoM researchers as well (e.g., NSERC Discovery Grant, SSHRC Insight Grant, SSHRC New Frontiers in Research Fund).

4.2.2 Government (Other agencies)

Other government agencies can encompass a variety of sources. Within Canada, the federal government provides funding for strategic research initiatives that are often managed through UBC's Institutional Programs Office in collaboration with FoM. These include:

- Canada Foundation for Innovation (CFI)

- BC Knowledge Development Fund (BCKDF)

- Canada Research Chairs (CRC)

Other examples of federal funding sources include:

- Genome Canada

- Medical Council of Canada

- Public Health Agency of Canada

Some examples of provincial government sources include the following:

- Genome BC
- Michael Smith Health Research BC (MSHRBC)
- WorkSafe BC

The predominant US government agency with which FoM researchers have had success with includes the National Institutes of Health, the largest public funder of biomedical research in the world.

Outside of the US, examples of major foreign government funders include the Medical Research Council (UK) and the National Health and Medical Research Council (Australia).

4.2.3 Non-profit organizations

Many non-profit organizations and charities may also provide funding opportunities. Below are just a few examples of the major Canadian organizations:

- Alzheimer Society
- Arthritis Society
- Brain Canada Foundation
- Canadian Cancer Society
- Cystic Fibrosis Canada
- Diabetes Canada
- Heart and Stroke Foundation
- MS Society of Canada
- Muscular Dystrophy Canada
- Vancouver Foundation

Non-profit organizations elsewhere in the world can include:

- Alex's Lemonade Stand Foundation for Childhood Cancer
- Alzheimer's Association
- Brain & Behavior Research Foundation
- Juvenile Diabetes Research Foundation
- Michael J Fox Foundation for Parkinson's Research
- Wellcome Trust
- Wings for Life Spinal Cord Research Foundation

4.2.4 Industry

Like non-profit organizations, numerous industry sources of funding are also available. Some major examples from around the world include Allergan, AstraZeneca, Bayer, Eli Lilly, Gilead Sciences, GlaxoSmithKline, Janssen Research and Development, Merck, Microsoft, Pfizer, Roche, Sanofi Pasteur, and Zimmer Biomet just to name a few. Industry sponsors may hold open funding calls, or fund clinical trials, both sponsor- and investigator-initiated. Typically, researchers would establish relationships with industry and engage in research when appropriate.

4.3 Types of Funding

There are a number of different types of funding and each will provide the investigator with research funding to help support their research program. Below is a list of funding types available to researchers at UBC.

- **Operating**: This is the most common type of funding. The funds requested are used to support a research project, hire staff, purchase materials & supplies for the project (e.g., CIHR Project Grant).

- **Planning/Workshop**: Funds requested are used for research proposal planning and research team development (e.g., CIHR Planning and Dissemination Grant).

- **Trainee Award**: Funds requested are used for the salary & benefits of a graduate/undergraduate student or postdoctoral fellow at UBC or UBC Affiliated Institution. In this specific case, the application will be submitted by the trainee (e.g., MSHRBC Research Trainee Award).

- **Faculty Salary Award**: Funds requested are used for the salary & benefits of a researcher with a UBC faculty appointment (e.g., MSHRBC Scholar Award).

- **Equipment**: Funds requested are used to purchase, rent, develop, and/or run equipment (e.g., NSERC Research Tools and Instruments Grant).

- **Travel**: Funds requested are used to cover travel & living expenses: to conferences, for research projects, exchange projects, cross-cultural collaborative projects, etc. (e.g., Canadian Cancer Society Travel Award).

- **Infrastructure**: Funds are used for equipment, buildings, labs & databases required to conduct research (e.g., Canada Foundation for Innovation John R. Evans Leaders Fund).

4.4 Eligibility

There are always two viewpoints to consider with regards to eligibility:

1) Do you meet the sponsor's eligibility requirements?
2) Are you eligible to manage funds at UBC (more commonly referred to as "Eligibility for Research Spending Responsibility")?

4.4.1 Sponsor Eligibility Requirements

These requirements are set by the sponsor, and can vary between funding programs. The vast majority of funding opportunities are open to independent researchers – individuals that are autonomous regarding their research activities. An independent researcher at UBC will hold a faculty appointment. Some funding opportunities may be open to trainees – individuals that are enhancing their research skills through actual involvement in research and work under the formal supervision of an independent researcher. Questions about sponsor eligibility requirements should be directed to Evelina Tolstykh (evelina.tolstykh@ubc.ca).

4.4.2 UBC Eligibility for Research Spending Responsibility

All research funds must be received by UBC and deposited into UBC research accounts. UBC delegates to eligible individuals the responsibility for ensuring that these research accounts are managed properly and in accordance with UBC policies, funding terms, and any other applicable requirements ("Research Spending Responsibility"). UBC Research Policy (No. LR2) lists the ranks that are eligible to manage research accounts under section 4. In general, the most common ranks include:

- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor
- Assistant Professor
- Associate Professor
- Professor

If a trainee meets the sponsor's eligibility requirements, the funds will be managed by their supervisor. Questions around UBC Eligibility for Research Spending Responsibility should be directed to Evelina Tolstykh (evelina.tolstykh@ubc.ca).

4.5 Apply for research funding

Each funding opportunity will have an identified application process. Some applications will require signatures (physical or digital), or make use of an online approvals process via an online administrative portal. Regardless of whether the funder requires approvals or not, the **UBC Approvals Process must be completed**.

It is also important to identify internal (e.g., FoM, University) and external (i.e., agency) deadlines that may be applicable for each funding opportunity and to plan accordingly.

4.5.1 UBC Approvals Process

Completing the Research Project Information Form (see section 4.5.3) fulfills the UBC approvals process. The UBC Board of Governors have specific policies aimed at setting out the responsibilities and standards required of UBC Persons involved in research. As per UBC Research Policy (No. LR2), the following signatures are required for all research funding applications, in the following order:

- Principal Investigator (PI)
- Department Head/School Director
- Centre/Institute Director (if using Centre/Institute space)
- Dean of Faculty, or designate
- Institutional Approval:
    - o Managing Director, Research Support Services, Office of Research Services (ORS), or
    - o Managing Director, University Industry Liaison Office (UILO)

Obtaining signatures can be complex and time consuming, so please ensure that you allow adequate time for this process. These are the default <u>minimum</u> turnaround times; during high volume periods, check with the Dean's Office for specific timelines & procedures. Major competition periods are from February to April and mid-August to November (subject to change). **You will always have the ability to continue working on your proposal while collecting signatures**.

UBC Approvals Process

Obtaining signatures can be a complex and lengthy process. Please allow adequate timeframes.

1) Department/School

PI sends application package to Department Head/School Director.

Confirm turnaround time with Department/School

⬇

2) Centre/Institute

PI sends application package to Centre/Institute Director (if applicable).

Confirm turnaround time with Centre/Institute

⬇

3) Dean's Office

PI sends application package to Dean's signature contact.

Allow 2 business days for turnaround (minimum) (4-5 business days for **salary awards**)

⬇

4) Office of Research Services/UILO

Dean's signature contact sends application package to ORS/UILO for institutional approval.

Allow 2 business days for turnaround (minimum)

⬇

5) Submit to funder

ORS/UILO returns application to PI. PI submits application to funder.

4.5.2 Contacts for signatures

Department/School

To obtain the required signatures, the full application package ([see required documents](#)) should be sent to your Department Head/School Director, with their Executive Assistant/Administrative support team copied in the message. The list of UBC signing authorities for Department Heads/School Directors and their delegates can be found [here](#).

Centre/Institute

If the research is being conducted in Centre/Institute space, the full application package should then be sent to Centre/Institute Directors, with their Executive Assistant/Administrative support team copied in the message. The list of UBC signing authorities for FoM Centre/Institute Directors can be found [here](#).

Dean's Office

Approval at the Faculty level for salary award applications can only be provided by the Dean. To coordinate this process, documents must be sent via email to the attention of **[Evelina Tolstykh](#)**, Research Funding & Awards Officer.

All other types of research funding applications are signed by one of the Dean's delegates. By default, this will be the FoM Associate Dean, Research, at the investigator's site, or alternatively, the FoM Vice Dean, Research. The signature contacts are listed in the table below. This guide is focused primarily on the Faculty approval process for researchers based at the UBC Point Grey campus or UBC Centre for Disease Control sites, so researchers based elsewhere are highly encouraged to review their site's process via the respective links provided below.

Institute/Agency	Associate Dean, Research	Dean's Signature Contact	Faculty Approval Process
BC Cancer Research Institute	Dr. Francois Benard	Karen Hagan khagan@bccancer.bc.ca	[Link]
BC Children's Hospital Research Institute	Dr. Quynh Doan	Nur Eisma neisma@bcchr.ubc.ca	[Link]
BC Mental Health & Substance Use Services Research Institute			
Women's Health Research Institute			
Providence Health Care Research Institute	Dr. Darryl Knight	Gwen Sin gsin@providencehealth.bc.ca	[Link]
UBC Point Grey (excludes most of UBC Hospital and Centre for Brain Health)	Dr. Robert McMaster Vice Dean, Research, FoM	Evelina Tolstykh fom.grantapprovals@ubc.ca	
BC Centre for Disease Control			
Vancouver Coastal Health Research Institute (includes most of UBC Hospital and Centre for Brain Health)	Vacant	Sybil Zhang sybil.zhang@ors.ubc.ca Susan O'Neil susan.oneil@ors.ubc.ca	[Link]

ORS/UILO

After obtaining Faculty approval, the Dean's signature contact will coordinate with ORS/UILO staff to obtain Institutional approval. Following this final step, ORS/UILO will return the approved documents to the investigator. With Institutional approval, the investigator may submit the funding application to the funding agency.

The ORS website lists signature contacts for various UBC faculties, campuses and locations.

The UILO website lists signature contacts under the Sponsored Research Group section depending on the type of agreement required.

4.5.3 Documents required for UBC Approvals Process

The documents required at the signature stage depend on the type of funding that the investigator is applying for. To avoid delays, please ensure to include the necessary supporting documents. Some funding opportunities may require additional documents; please see Agency-Specific Procedures for details.

Document	Type of Funding		
	Operating Equipment Infrastructure Planning/Workshop Travel	Trainee Award	Salary Award
UBC Research Project Information Form	Required	Required	Required
FoM Request for Dean's Approval Form			Required
Dean's letter of support			Required*
Department Head/School Director's letter of support			Required*
Agency application*	Required	Required	Required
Agency signature page(s)*	Required	Required	Required
Summary of proposal	Required	Required	Required
Budget & justification	Required		
Additional letters of support*	Required	Required	Required

*if applicable for the funding agency or award

UBC Research Project Information Form

UBC policy states that all research funding applications and project proposals must be accompanied by a Research Project Information Form (RPIF). The RPIF is completed by a UBC researcher that is eligible for research spending responsibility and includes information on funding partner(s), resources required by the project, any budgetary issues that may need to be addressed, resources/space required for the project, and certifications for the project. In the case where the applicant is a trainee and the research funding explicitly states that it requires it, then the RPIF is completed by the trainee's supervisor.

Ensure that the **budget section is completed accurately, including indirect costs**, before obtaining signatures. In reference to the screenshot below of the relevant section in the RPIF, it is critical to identify the 1) correct institution, 2) unit for the account to be set up in, and 3) approved centre (if applicable), to ensure that indirect costs are credited to the proper unit(s).

FoM Request for Dean's Approval Form

Only required for salary award applications, the FoM Request for Dean's Approval Form demonstrates Departmental/School support for the applicant and that the proper requirements have been fulfilled. This form must be completed and signed by the Department Head/School Director and Centre Director (if applicable).

Dean's letter of support

Usually required for salary awards, some grant applications will require a Dean's letter of support. This letter may be asked to describe the nature of the applicant's appointment, and the institution's commitment to supporting the applicant. If this letter is required by the funding agency, the applicant must provide a draft letter to be sent by email to Evelina Tolstykh, Research Funding & Awards Officer (Evelina.tolstykh@ubc.ca) directly from the Department Head/School Director (or their

Assistant/Administrator). This is to ensure that the Head/Director is aware of the contents of the letter. The Office of Research will arrange to have the letter prepared for the Dean's signature. When the application package is brought to the Dean's Office for signatures, the letter will be added to the package and submitted to the Dean for approval and signature.

Department Head/School Director's letter of support

Some grant applications will require a letter of support from the Department Head/School Director. This letter often requires a description of the applicant's appointment and the departmental-level resources available to the applicant.

Agency application

Each funding agency will have an application form that must be completed for the submission. The application will typically include contact information regarding the applicant, details of the funding opportunity, and certification requirements.

Agency signature page(s)

The funding agency application form itself may require signatures from the applicant, co-applicants, unit heads, and/or institution.

Summary of proposal

A short summary (typically 1-page in length) of the research proposal should be included with the submission.

Budget & justification

A breakdown of the funds being requested and the justification for requesting each line item should be included. In general, investigators are responsible for developing their own budgets. If a proposal requires Departmental, Faculty, or Institutional contributions, working with the appropriate finance

team(s) will be mandatory. In such cases, the investigator should seek guidance from their Department/School administrator.

Additional letters of support

Letters of support from partners and collaborators may be included for some funding applications at the request of the funding agency.

4.6 Indirect costs of research (ICR)

For research activities to be sustainable, and for researchers to receive the necessary support from their respective Faculties, departments and UBC central administration, it is imperative that the full cost of research is recovered. The full cost of research includes both direct and indirect costs. Direct costs of research are costs directly attributable to an individual research project. Indirect costs of research are ongoing, necessary operating expenses that support research but cannot be wholly attributed to any one research project. Many of the indirect costs are incurred by the University whether or not research funding applications or proposals are successful.

4.6.1 Faculty of Medicine Indirect Costs of Research Policy

As of April 1, 2019, the [FoM Indirect Costs of Research Policy](#) states that the required indirect cost recovery rate for all new research projects is:

1. 40% of all direct costs on industry funding, no clinical trial

2. 30% of all direct costs on industry funding, involving a clinical trial

3. 25% of all direct costs for all non-industry funding (including government and non-profits)

4. 15% on matching funds, if used as part of a Tri-Council or government funded proposal

5. 15% of all direct costs for donations

The only exceptions to this rate are:

1. Funds from any of the Tri-Agency funding; UBC recovers indirect costs for Tri-Agency funds through the Federal Research Support Fund. The only exception is the SSHRC-administered Tri-Agency New Frontiers in Research Fund.

2. Grant funds received under the following conditions:

   o The granting agency form clearly states that a specific indirect costs recovery rate applies to all applicants; or

   o The sponsor's indirect cost recovery rate can be verified (by UILO or ORS, as the case may be), through publicly-available documents.

   o Awards made directly to a student or post-doctoral fellow in a competitive process are exempt from ICR recovery

   o Grants for which 100% of the funds are to be applied toward the purchase of equipment are exempt from ICR recovery

If any of these conditions are met, UBC/FoM will accept the posted rate.

4.6.2 Determining ICR Rates

When submitting a research grant application, these strategies will help determine the correct ICR rate to apply:

- Review the funding opportunity details. Look for a section that outlines the budget requirements, or eligible and ineligible expenditures.
- Refer to the ICR Rates section on RISe.
- Refer to the FoM ICR Policy.
- Contact Evelina Tolstykh (Evelina.tolstykh@ubc.ca) at the Office of Research.

4.6.3 Sample ICR calculations

Scenario 1: Researcher is applying for funding from a non-profit that does not have an ICR policy. In this case, an ICR rate of 25% will apply. The project's direct costs will amount to $20,000.

Direct costs: $20,000

Indirect costs: $5,000 (25% of direct costs)

Total request: $25,000

Scenario 2: Researcher is applying for funding from National Institutes of Health (NIH), which has a set ICR rate of 8%. The project's direct costs will amount to $40,000.

Direct costs: $40,000

Indirect costs: $3,200 (8% of direct costs)

Total Request: $43,200

Scenario 3: An industry partner would like a researcher to design and conduct a study. They will provide a maximum of $280,000. Researcher will need to budget accordingly, including 40% ICR.

Maximum Request: $280,000

Direct costs: $200,000 (280,000 / 1.4)

Indirect costs: $80,000

Scenario 4: Trainee is applying for a fellowship from Michael Smith Foundation for Health Research (MSHRBC). Competitive funding awarded to trainees is exempt from ICR. In addition, MSHRBC policies state that they do not pay ICR.

Scenario 5: Researcher is applying for a CIHR Project Grant. CIHR is part of Tri-Agency; applications for Tri-Agency funding are exempt from ICR. UBC recovers ICR through the Federal Research Support Fund (RSF), a separate program based on a 3-year average of the funding UBC receives from the Tri-Agency.

4.7 Setting up a Research Account

Any research funding received will be managed in a research account. For research funding from granting agencies, ORS will set up the research account. For contracts and agreements involving industry partners, non-profit organizations and government sources, UILO will be responsible for account setup.

Accounts will be set up only after the following are completed:

1. UBC approvals process
2. Compliance requirements, if applicable (e.g. human ethics, animal care, biosafety, conflict of interest, etc.)

Once the research account is set up, the investigator will be able to access funding and begin conducting their research. At this point, UBC Research Finance will be responsible for ongoing financial administration, including financial reporting and revenue collection.

5.0 Resources for Graduate Students, Postdoctoral Fellows, and Supervisors

5.1 Faculty of Graduate & Postdoctoral Studies (G+PS)

The Faculty of G+PS is the umbrella Faculty overseeing graduate students, postdoctoral fellows (PDF), and supervising faculty across UBC Vancouver (UBC-V). They are the primary driver and guide for policies, procedures and processes of all facets of graduate education and postdoctoral fellow professionalism.

5.2 Postdoctoral Fellows Office (PDFO)

Within the Faculty of G+PS, the PDFO is the centralized office providing support, development opportunities, and advocacy for all UBC-hired PDFs. Their primary services include:

- Orientation for Postdoctoral Fellows : semi-annual event organized by PDFO covering range of important campus and academic information and advice to help newly appointed postdocs.
- Professional Development Opportunities and Events : The PDFO regularly offers flagship professional development programs in addition to regularly-scheduled professional development workshops.
- UBC PDF Awards and Funding: PDFO oversees internal and external funding competitions for example Banting fellowship program, Killam PDF Research Prize and Research Fellowship etc. Please note that the FoM postdocs submit their applications for PDF Travel awards directly to the Faculty of Medicine (here) and not to the PDFO.
- Guidance and Centralized Resources for Postdoctoral Fellows: Postdocs can find a downloadable informational handbook, professional development resources, benefits information, mental health and wellbeing resources etc.
- PDF Job Postings: For internal and external job postings for postdocs.

5.3 Faculty of Medicine's Graduate and Postdoctoral Education (GPE) Office

The FoM GPE Office is the main link between G+PS, the PDFO, FoM research graduate programs, FoM PDFs, and the FoM administration. The main purpose of GPE office includes:

1. Provide leadership in research graduate education and postdoctoral experience;

2. Provide oversight and support to research graduate programs and PDFs (e.g. awards adjudication, career development activities; organize and facilitate research trainee events; wellbeing initiatives; supervision approvals; etc.);

3. Evaluate FoM research graduate programs and facilitate program development and collaboration;

4. Facilitate coordination and communication among FoM research graduate programs, research graduate students, PDFs, G+PS, and the FoM; and

5. Represent and advocate for research trainee interests, needs, and accomplishments within the FoM, UBC, and beyond.

The GPE office can be contacted at med.gradpostdoc@ubc.ca.

5.4 Graduate Supervision within Faulty of Medicine

The guidelines for eligibility rules regarding supervision/co-supervision or membership in the supervisory committee of the graduate students are overseen by the G+PS. The FoM has a unique faculty appointment track structure within UBC. In addition to tenure track, there are partner and clinical faculty member appointments and the supervision privileges are based on these appointments. To check the approval process to be followed as per the type of faculty track, please visit Med Net website. The graduate program coordinates within the program and research supervisors to apply for this approval process for the faculty member. For partner, clinical and non-UBC members, the requests are received by the GPE office for review and then forwarded to G+PS for approval.

The most important difference based on appointment type is eligibility for G+PS membership , which has an impact on the acceptable supervisory/advisory committee structure for graduate students. More information on this distinction, including supervisory/advisory committee structure and policies can be found here.

Given that each graduate program is different, it is very important to note that you must receive approval to supervise in each graduate program that you wish to be affiliated with; approval in one graduate program does NOT automatically provide approval to supervise in another graduate program.

G+PS has developed a guide " The principles of excellent graduate supervision" for the faculty members which outline a set of flexible, interrelated and research-informed principles that characterize high quality graduate student supervision. Additionally, G+PS organizes graduate supervision workshops for new supervisors several times a year that covers variety of topics like how to build strong student

supervisor relationship, address special issues that emerge in graduate supervision, dealing with conflict, intercultural issues in graduate supervision etc.

5.4.1 Minimum Funding for Graduate Student Supervision

G+PS requires all supervisors to provide their full time PhD students with minimum funding packages of $22,000/year for each of the first four years of study effective September 2021). This funding may consist of any combination of internal (Departmental and University) and external awards (provincial, national, international), teaching-related work, research assistantships, and graduate academic assistantships. Currently, there is no such minimum funding requirement for Masters students. However, many FoM graduate programs have instituted higher minimum policies than the G+PS requirements (i.e. higher minimum amount for PhD students and minimum funding requirement for Masters students). In order to supervise a student, a faculty member have to commit to the minimum funding policy. The current average of actual funding received by PhD students at UBC-V is $26,000/year and $24,000/ year for Masters students. Please note that the **confirmation of this minimum requirement should be undertaken with the relevant graduate program**.

Graduate students should be encouraged to apply for all awards for which they are eligible, including both internal and external awards. Internal and external awards are typically communicated to students by their graduate program administrator, however, students can also actively search for upcoming award opportunities at UBC. The FoM GPE Office also oversees several award opportunities for graduate students.

5.5 Student Health and Wellbeing Resources

5.5.1 Faculty and Staff Resources for Student mental health support

Supporting Students in Distress: A Guide for Faculty & Staff also known as Green Folder has information related to how to reach out and support students, connect to resources and supports on campus and in BC.

Early Alert: If a Faculty, staff, or TAs notice a student is facing difficulties, they can use Early Alert to identify their concerns. This allows for earlier, coordinated support to help students get back on-track.

Up-to-date information on key UBC wellness services, including Student Health Service, Counselling Services, and the 24/7 UBC Student Assistance Program, can be found at https://students.ubc.ca/health.

5.5.2 Student Resources within the Faculty

The GPE wellbeing team continues to develop initiatives to proactively foster trainee wellbeing by offering direct support to the graduate students and an initiative to support health-promoting environments in academic research contexts and supervisory relationships.

Wellbeing presentations & workshops (e.g., introduction to UBC wellness resources) can be requested for trainee groups by contacting GPE Wellbeing Support Coordinator Alisha Lettman (alisha.lettman@ubc.ca).

Counseling for Graduate Students. The embedded counselor for graduate students provides confidential and private counseling sessions virtually or in person in all four locations (UBC Point Grey, VGH Campus (BC Cancer Research Institute), St. Paul's Hospital, BC Children's Hospital) on Tuesdays and Wednesdays of every month. Please check the website for updated schedule and information on how to schedule an appointment.

Peer Mentorship Programs. Many graduate programs offer peer mentorship opportunities at the program level; the GPE Office also organizes a FoM-wide peer mentorship programs for graduate students and postdoctoral Fellows:

Peer Mentorship Program for graduate students: The 10-month peer mentorship program for graduate students offers a series of capacity building workshops to support mentors and mentees in their collaborative journey toward promoting personal and professional development in academia.

Post-Doctoral Fellow Peer Mentorship Program: The 10-month peer mentorship program pairs diverse groups of Faculty of Medicine PDFs to discuss relevant professional and personal development topics monthly in mentorship circles.

5.3.3 Healthy Environments in Academic Research Teams (HEART) Program

HEART is a certification program that aims to equip lab teams with the skills to promote healthier and inclusive research environments and recognize them for their commitment. This program has been co-created after series of consultations with more than 100 faculty, staff, graduate students and postdoc members of the Faculty. The first pilot is scheduled to be launched in Fall 2023. Please click here to learn more about the HEART program.

5.6 GPE Office Events and Opportunities

Events and opportunities organized by the GPE Office that may be of interest to graduate students and PDFs include:

- FoM Welcome Day: Welcome Day is an annual event hosted by the GPE office to officially welcome new graduate students to UBC's Faculty of Medicine.

- Building the Future- Faculty of Medicine Research Trainee Day: This annual spring event is designed to showcase the diverse and innovative research work of Faculty of Medicine research trainees and provide a platform for building new connections and collaborations throughout the Faculty and at all levels.

- Career Day: This annual summer event provides research trainees in the Faculty of Medicine with the opportunity to connect and network with professionals working in a variety of different careers. This event is jointly hosted by UBC Faculty of Medicine Point Grey (GPE office), VCHRI, Providence Health Care Research Institute, BC Children's Hospital Research Institute, The Centre for Blood Research, and Centre for Heart Lung Innovation (St Paul's Hospital).

- Graduate Student Collaboration Fund: The Graduate Student Collaboration Fund supports cross-disciplinary and inter-departmental graduate student initiatives in the Faculty of Medicine.

- Responsible Conduct of Research Course: The Responsible Conduct of Research (RCR) Course is mandatory for all biomedical research graduate students. It is offered three times each academic year through zoom.

For more information on awards and fellowships, well-being resources, new programs and initiatives that are facilitated by GPE office for graduate students, please check out this guide.

Opportunities organized by G+PS that may be of interest to graduate students include:

- Graduate Pathways to Success Program
- The Graduate Game Plan
- The Three Minute Thesis Competition
- The Public Scholars Initiative

6.0 Frequently Asked Questions

Q. Can I apply for grant funding as a PI?

A. If you meet the granting agency's eligibility criteria you can apply for the grant and be listed as PI on the grant agency's application forms. However, trainees are not eligible to hold a grant at UBC. In such a case, the funds must be managed by your supervisor, a co-investigator on your research team with an appropriate rank, or your Department Head/School Director. The individual managing the funds should complete the UBC RPIF as the UBC PI.

Q. Am I eligible to hold a grant at UBC?

A. All research grant funding is deposited into UBC research accounts. UBC Policy LR2 lists the ranks that are eligible to hold research accounts in section 4.1. The most common eligible ranks include:

- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor
- Assistant Professor
- Associate Professor
- Professor

Other special cases may exist; review Policy LR2 in detail or contact evelina.tolstykh@ubc.ca with questions.

Q. Do I need a Research Project Information Form?

A. The Research Project Information Form (RPIF) is a University requirement. Every grant submitted must have a RPIF attached. All of the relevant fields must be filled out correctly and the form must be signed appropriately. Grants submitted with incomplete or missing RPIFs will not be processed.

Student award and funding applications (undergraduate and graduate) are the exception for always requiring an RPIF, as many award funding opportunities are applied directly to student accounts. Student awards application instructions will state explicitly if an RPIF is required. When a student applies for research funding/awards that require an RPIF, then it should be completed by their supervisor.

Q. When do I need institutional/university approval?

A. Institution/university approval is required for all research grant applications, contracts, and/or agreements. The only exceptions include letter of intent or registration-type applications that explicitly state institutional approval is not required. In these cases, the granting agency is only collecting the applicant's information to help them prepare review panels, inform them of workload, etc.

Q. If I am a co-applicant on a grant application from another institution, what process do I need to follow?

A. If the other institution requires an institutional signature from UBC, or if UBC will be receiving funds for your part of the project, a Research Project Information Form (RPIF) is required to be completed by you (as though you were the PI) and attached to a copy of the original application that has been completed by the lead PI from the other institution.