



RESEARCH Policy/Procedure

TITLE:	Submission Requirements for Research Applications	NUMBER:	360
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Applies To:	IWK Researchers across the IWK Health organization		

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PREAMBLE

This policy ensures that all research funding applications meet institutional standards and guides the researcher through the necessary steps for obtaining institutional pre-approval and/or signature for all applications being submitted to a Funder.

This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

This policy establishes expectations for researchers to submit grant and award applications to Research and Innovation Advancement (RIA) prior to specified submission deadlines.

POLICY STATEMENTS

1. All external funding applications, whether institutional approval is required or not, administered financially by IWK Health, must be submitted to RIA for review. This includes, but is not limited to, electronic submissions for Canadian Institutes of Health Research (CIHR) and Research Nova Scotia (RNS) competitions.
 - 1.1. RIA must review the research budget prior to submission to the Funder.
NOTE: Budgets (excluding tri-agency funding) must include applicable administrative fees. See IWK Health Policy #355 - "Cost Recovery on Research Activities" for fee guidelines.
 - 1.2. The researcher must make a clear connection between the proposed research and its budget.
2. When applying to a competition requiring institutional approval, the researcher **must** obtain an Administrative Review. Additionally, a Protocol Review is required for first time applicants and available for all submissions.
 - 2.1. **Administrative Review** must be submitted to RIA five (5) business days prior to the funding deadline. An administrative review includes:
 - Confirmation that the applicant is affiliated with IWK Health
 - Budget Review
 - Adherence to Funder guidelines and IWK Health guidelines (where applicable.)
 - 2.2. **Protocol Review** for first time applicants to any competition (e.g., CIHR and RNS) must be submitted to the RIA Program Lead ten (10) business days prior to the funding deadline. Protocol Review is highly recommended for all submissions.
 - 2.2.1 Applicants may request protocol consultation with the Program Lead at any time prior to above ten (10) business day requirements.
3. Researchers must identify IWK Health as the administering institution or "Institution Paid" on funding applications for research projects that:
 - are being conducted at IWK Health
 - involve IWK Health patients
 - utilize or require hiring staff at IWK Health
 - utilize IWK Health facilities and space
 - involve purchasing supplies or equipment at/through IWK Health

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- involve the use of services and payment to IWK Health departments or laboratories
 - see IWK Health Policy #350 - “Research Jurisdiction” for further details.
4. The researcher must complete a [Grant Investigator Checklist](#) to accompany the application, including all required signatures.

GUIDING PRINCIPLES AND VALUES

In keeping with IWK Health’s Purpose to “*passionately pursue a healthy future with women, children, youth, and families in all their diversity*”, significant value is placed on the pursuit, promotion and support of research and innovation activities conducted at IWK Health. To this end, RIA provides administrative and logistical support to ensure the IWK’s purpose and strategic directions related to research and innovation are grounded in best practices.

PROCEDURE

1. Researcher must complete and submit the funding application and related budget to RIA at research@iwk.nshealth.ca .
2. For **Administrative Review**, the application (excluding the protocol) must be submitted to the Coordinator, Programs & Support Services at research@iwk.nshealth.ca at least five (5) business days prior to the funding deadline.

NOTE: If this deadline is not met, RIA cannot guarantee a thorough review of the application prior to submission. If the application is successful and has not been appropriately reviewed by RIA, changes to the proposal may be required prior to institutional acceptance of the grant/award.

3. For **Protocol Review**, the protocol must be submitted no less than ten (10) business days prior to the deadline.
4. Coordinator, Programs & Support Services, will collaborate with the researcher to resolve any outstanding issues.
5. Depending on submission requirements, RIA submits the approved funding application to the Funder.
 - 5.1. When institutional signatures are required, (e.g., Vice President, Research & Innovation, Director Research & Innovation Advancement, Finance Officer, etc.), RIA will obtain the required signatures and return signed application to the researcher.
6. The researcher must ensure that RIA is notified of funding decision.

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7. If successful, a copy of the Notice of Award and any subsequent communications (e.g., extension approvals) must be sent to RIA.
8. RIA will collaborate with the researcher to facilitate the opening of a research account for the awarded funding.

REFERENCES

Canadian Institute of Health Research <https://cihr-irsc.gc.ca/>

RELATED DOCUMENTS

Policies

[IWK Policy #355 Cost Recovery for Research Activities](#)

[IWK Policy #350 Research Jurisdiction](#)

[IWK Health Policy #335 - Responsible Conduct of Research](#)

[IWK Health Policy #402.1 - IWK Procurement Policy](#)

[IWK Health Policy #125 - Financial Conflict of Interest \(Research\) \(100%\)](#)

[IWK Health Policy #135.0 - Conflict of Interest Policy \(100%\)](#)

Forms

[Grant Investigator Checklist](#)

Appendices

Appendix A – Definitions

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Administrative Review	Research & Innovation Advancement reviews funding applications to ensure that the applicant is affiliated with the IWK, the funding budget includes appropriate costs, and that the application adheres to the applicable Funder and IWK guidelines.
Award	Direct salary support to individual research personnel or stipend support to individual research trainees.
Funder	A person or organization providing financial support for research. There can be multiple funders per study. Some examples include industry, government, granting agencies, and foundations.
Grant	Support for the direct costs of research projects including for the training of researchers and/or activities that support the translation of research findings, conducted by either a researcher working alone or by a group of researchers working together.
Notice of Award	A formal notification from the Funder that an applicant was successful in obtaining funding.
Protocol Review	Process by which the RIA Program Lead reviews funding protocols for first-time and subsequent IWK applicants.

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Policies Being Replaced

Version History

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
January 2023	
January 2003	