What to Do When You Are Awarded Funding

This document outlines four steps to follow when a research project has been funded. Once your grant or contract has been awarded, you will need to:

1. Obtain Research Ethics Board approval
2. Finalize any research contracts
3. Complete and sign an HRS checklist
4. Review staffing and resources with the Research Operations Coordinator

## Obtain Research Ethics Board approval

Before you can open a research account and use any of your funding, you must obtain final ethics approval from the Hamilton Integrated Research Ethics Board (HiREB).

HiREB forms may be prepared and submitted before or after funding has been awarded.

HiREB submission deadlines are the second and last Tuesday of every month. HiREB will review your documentation and either approve it or request revisions. It is common for HiREB to request revisions to the protocol or consent form.

For more information about ethics applications, including our review process and how to obtain the Chair’s signature, please contact [Sharon Garden](mailto:sgarden@mcmaster.ca), Research Administrative Coordinator.

HiREB website: [hireb.ca](http://www.hireb.ca)   
HiREB meeting schedule: [hireb.ca/meetings-news](http://www.hireb.ca/meetings-news/)

## Finalize any research contracts

Reporting requirements vary between granting agencies — be sure to read your contract carefully. Pay attention to any deliverables, insurance, publication rights, report deadlines and financial requirements.

Before you sign any grant agreements, contact Health Research Services (HRS) to have these contracts reviewed. If funds are awarded through a non-peer-review process, HRS may also involve the McMaster Industry Liaison Office (MILO) in the review, negotiation and signing process.

For assistance with contracts, please contact [Pamela Forsyth](mailto:forsyp@mcmaster.ca), Managing Director.

### Please Note

Only authorized institutional officials may sign agreements/contracts on behalf of the University. These signatures must be obtained through either HRS or MILO, as appropriate.

## Complete and sign an HRS checklist

Finalizing an HRS checklist will begin the process of opening a research account.

To acquire the Department Chair’s signature, please submit your HRS checklist, proposal, budget and notice of award or agreement with funder sponsor to [Sharon Garden](mailto:sgarden@mcmaster.ca).

Sharon Garden must be included as a signing authority/delegate on the HRS checklist. This allows our department to help manage your research account. The study PI will automatically have signing authority.

HRS checklist and instructions: [fhs.mcmaster.ca/healthresearch/administration\_forms.html](http://fhs.mcmaster.ca/healthresearch/administration_forms.html%20)

## Review staffing and resources with the Research Operations Coordinator

Connect with [Laura](mailto:cleghol@mcmaster.ca) [Cleghorn](mailto:cleghol@mcmaster.ca), Research Operations Coordinator, to discuss your human resource needs, including hiring and orientation of staff. There may be current staff available with the skills to make your project successful. Hiring new staff must be approved by the department.

## A note about responsibility

Principal Investigators are ultimately responsible for their projects. The PIs apply for grants and contracts, perform research, manage staff and finances, and report on findings. PIs may delegate tasks, but they cannot delegate responsibility. Responsibility for research administrative issues also rests with the Department of Family Medicine and McMaster University.

Researchers and administrators at the Department of Family Medicine and at the University must work together to ensure all policies are followed.

The Department of the PI that has been awarded the grant or contract is an important player in research. The Department of Family Medicine will assist researchers with all post proposal requirements, such as, personnel recruitment, space requirements and purchasing. The Department also provides administrative and financial support.

|  |  |
| --- | --- |
| Key Contacts, Research Enterprise | |
| **Sharon Garden**  Research Administrative Coordinator  905-525-9140 ext. 28424 [sgarden@mcmaster.ca](mailto:sgarden@mcmaster.ca) | General inquiries |
| **Laura Cleghorn**  Research Operations Coordinator  905-525-9140 ext. 20174 [cleghol@mcmaster.ca](mailto:cleghol@mcmaster.ca) | General inquiries, human resources and office space |
| **Pamela Forsyth**  Managing Director, Research Enterprise  905-525-9140 ext. 28415 [forsyp@mcmaster.ca](mailto:forsyp@mcmaster.ca) | For inquiries regarding grants, partnerships and contracts |
| **Dee Mangin**  Associate Chair, Research  905-525-9140 ext. 21219 [mangind@mcmaster.ca](mailto:mangind@mcmaster.ca) | For inquiries regarding research project development, departmental priorities |
| **Casey Irvin**  Knowledge Translation Specialiast, Research Enterprise  905-525-9140 ext. 20944 [irvinc2@mcmaster.ca](mailto:irvinc2@mcmaster.ca) | Communications inquiries |
| **Site Facilitator**  dfmresearch@mcmaster.ca | General inquiries, HiREB, on-site research support to the McMaster Family Health Team |