



# What to Know Before Submitting a Grant Application

The goal of this document is to provide researchers with information about key steps to take when developing a research project at the Department of Family Medicine. This document includes:

1. Resources related to research administration at McMaster
2. Key topics to address in your grant application
  - A. Staffing and space
  - B. Overhead, facilities and administrative costs
  - C. Supplies
  - D. IT and computers
  - E. Travel
  - F. Other administrative costs
3. The University's grant submission process

## 1. Resources related to research administration at McMaster

Conducting research is a fundamental activity for a clinician in an academic environment. The University's [Health Research Services](#) website has helpful information and resources, such as a funding opportunities bulletin, a quick guide to research, frequently asked questions (FAQs), and this [Research Funding Process Chart](#).

Other Useful Links:

- The Tri-Council Policy for the ethical conduct of research involving humans: [pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/](http://pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/)
- The Hamilton Integrated Research Ethics Board ([HiREB](#)): The HiREB site has guidelines, forms and resources for health researchers at McMaster University, Hamilton Health Sciences, and St. Joseph's Healthcare Hamilton.
- Along with their REB application, study PIs are required to provide proof of completion of Good Clinical Practice (GCP) or TCPS2: Course on Research Ethics (TCPS 2: CORE). For clinical trials, GCP training must be completed and for non-clinical trials, either the GCP or TCPS 2: CORE must be completed. TCPS 2: CORE is available here: [tcps2core.ca](http://tcps2core.ca)
- CIHR applicants are now required to complete the Sex- and Gender-Based Analysis Core Competency. The [online competency modules](#) are free, takes less than an hour to complete and can be done in 15-minute increments over time.

## 2. Key topics to address in your grant application

### A. Staffing and space

To discuss the staffing and space needs for your project, contact [Laura Cleghorn](#), Research Manager

<https://mcmasteru365.sharepoint.com/sites/DFM-Research-Admin/Shared Documents/Faculty Information and Resources/Grant process documents/Before Submitting a Grant Application DFM.docx>

## Staffing

When preparing your grant application, consider what type of supports your project needs for it to be successful. The [Generic Job Descriptions](#) available on the Working at McMaster website will be helpful for knowing what tasks are suitable for a research assistant, research coordinator, and the other positions you may have on your team.

## Calculating Wages for your Budget

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### Students

Graduate Students (Master's, PhD)	Minimum Annual Stipend of \$20,000 - \$30,000; no benefits
Post-doctoral Fellow (non-clinical)	Minimum Annual Stipend of \$40,000 - \$50,000; add 15% benefits
Work Study Students	Minimum wage minus McMaster subsidy

### Research, Administrative and Financial Assistants

Temporary/Casual/Transitional payroll	Hourly rate of \$18 – \$33; add 15% benefits
Salaried Payroll (limited term contract)	Same hourly rate of pay; add 30% benefits

### Research Coordinators and Associates

Temporary/Casual/Transitional payroll	Hourly rate of \$28 – \$58; add 15% benefits
Salaried Payroll (limited term contract)	Hourly rate \$28 - \$58; add 30% benefits

### Other

Consultants, Service Providers	Need to follow university procurement policies and contract requirements
MFHT Clinicians (release time)	Rates vary

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## Space for staff

Ensure the department approves of your space needs before submitting a proposal. Please discuss these with [Laura Cleghorn](#).

## B. Overhead, Facilities and Administrative Costs

Not all granting agencies will allow your budget to include indirect costs, such as overhead or facilities & administrative (F&A) costs. Be sure to identify whether or not these are eligible expenses. If unsure, check with [Health Research Services](#) (HRS) for the most up to date McMaster policies.

The Department of Family Medicine Research Enterprise requests that all faculty grant applications include 3% of the proposed budget for indirect costs related to the administration and management of research grants. This may be an allowable expense depending on the eligible costs outlined by the funding agency. The

indirect costs from faculty grants help to offset a range of supports and services provided by DFM Research Enterprise to our research faculty and staff. We provide financial services (research account monitoring, reconciliation, invoicing) human resources management (recruitment, onboarding, training, payroll), IT services and support, office space, office equipment and services. Please contact [Laura Cleghorn](#).

### **C. Supplies**

Supplies may include the cost to purchase or use departmental computers, printers, fax system, telephones and office supplies.

### **D. IT and computers**

Allocate 4% of your budget for technical support and regular IT maintenance. This 4% does not include the purchase or lease of computers, licensing software, printing or any other specialized equipment. If more information is required, please contact [Kim Tucker](#), our Administrative Assistant who supports IT needs.

### **E. Travel**

In preparing you budget, consider any travel that investigators and research staff might need to make for meetings and conferences. You should also consider travel between research sites or between research offices and clinic sites. McMaster has specific travel policies with current rates for mileage, hotels, etc. Please review these if your study or knowledge translation will involve any travel:

[mcmaster.ca/bms/BMS PR Travel Info.htm](https://mcmaster.ca/bms/BMS_PR_Travel_Info.htm)

Be sure to check the specific requirements of the funding agency. Some costs, such as travel for dissemination purposes (e.g., to conferences), may not be permitted.

### **F. Other administrative costs**

Make sure to check with your funding agency about financial reporting and auditing requirements. In some cases, you may be required to have annual audits with a final audit at the end of your project. A single audit can cost \$5,000.00 – 10,000.00. The cost will likely correlate with the size of your budget.

Extra costs for staffing, librarian services, printing and distribution may be needed to ensure successful publication of your work.

## **3. The University's grant submission process**

For grants that require an institutional signature from the University, you must submit the following documents (original plus one copy) to Health Research Services **1-2 weeks before** the agency submission deadline:

1. Complete HRS checklist — submit to [dfmresearch@mcmaster.ca](mailto:dfmresearch@mcmaster.ca) for delegate signatures by [dfmresearch@mcmaster.ca](mailto:dfmresearch@mcmaster.ca) and Department Chair
2. Summary of research or working/draft copy of proposal
3. Grant signature page — signed by P.I. and Department Chair
4. Budget with budget justification

- Signed Assurances Forms, if required (some agencies will allow ethics review to be pending). These may include Human Ethics, Animal Ethics, Biosafety and Radiation Safety.

For questions about gathering these documents properly, please contact [dfmresearch@mcmaster.ca](mailto:dfmresearch@mcmaster.ca).

### HRS Review

HRS reviews all Faculty of Health Sciences research and personnel award submissions (Including grants, contracts, and clinical trials) to ensure that:

- University/Faculty/Hospital policies and guidelines are followed,
- Requirements of granting agencies and government ministries are met, and
- Appropriate institutional signatures are included.

This review is more than cursory; it is not automatic and the review period generally requires **two weeks**. However, special arrangements must be made with the Associate Dean, Research for shorter turnaround times. HRS liaises with appropriate University offices (VP Research, Research Services and Research Contracts) on behalf of researchers as necessary.

### HRS Updates

HRS updates and disseminates all funding information for the Faculty of Health Sciences. Agency Information and deadlines appear here: [Home - Health Research Services \(mcmaster.ca\)](#). To receive this information by email, contact HRS at [hsresadm@mcmaster.ca](mailto:hsresadm@mcmaster.ca).

For more information, please review the presentation: Working with Health Research Services: Administrative Processes and General Overview of Services by Dr. Julie Croskill [[Video](#) | [Slides](#)]

### Once your application has been accepted

See the document “What to do When you are Awarded Funding” for the important steps to follow once your application has been accepted.

Key Contacts, Research Enterprise	
<b>Laura Cleghorn</b> Research Manager 905-525-9140 ext. 20174 <a href="mailto:cleghol@mcmaster.ca">cleghol@mcmaster.ca</a>	For inquiries regarding grants, partnerships and contracts. Also general inquiries, human resources, and office space
<b>Kim Tucker</b> Research Administrative Assistant <a href="mailto:tuckek8@mcmaster.ca">tuckek8@mcmaster.ca</a>	IT support, staff payroll, general inquiries
<b>Michelle Sylvain</b> Research Administrative Coordinator 905-525-9140 ext. 28424 <a href="mailto:sylvaim@mcmaster.ca">sylvaim@mcmaster.ca</a>	General inquiries, human resources, and general support to research department <i>(Michelle is currently on extended leave, please contact Patricia Habran-Dietrich at <a href="mailto:dietph@mcmaster.ca">dietph@mcmaster.ca</a>)</i>

<b>Erin Beaulieu</b> Knowledge Translation Specialist, Research Enterprise 905-525-9140 ext. 22792 <a href="mailto:beauliee@mcmaster.ca">beauliee@mcmaster.ca</a>	Communications inquiries
<b>Neha Arora</b> Clinic Research Coordinator <a href="mailto:narora@mcmaster.ca">narora@mcmaster.ca</a>	General inquiries, HiREB inquiries, on-site support to the McMaster Family Health Team
<b>Patricia Habran-Dietrich</b> Administrative Assistant <a href="mailto:dietph@mcmaster.ca">dietph@mcmaster.ca</a>	General inquiries related to HRS and HiREB submissions, signature requests