



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. Open a research account
2. Apply for research ethics
3. Identify staffing and resources
4. Access DFM Research & Scholarship resources

1. Open a research account

To open a research account, please provide our Research Administrative Coordinator, [Patricia Habran-Dietrich](#) with the following which she will submit to Health Research Services (HRS):

- [account request form](#) completed and signed
- award letter
- proposal
- original budget and justification
- revised budget if award amount is different from proposal
- ethics approval

If you need to begin spending project funds right away, then on your behalf, Administrative Coordinator can request “pro tem” approval from HiREB. This means the account can be opened while ethics approval is pending. Funds can be spent on salary and expenses, but recruitment/participant contact cannot begin until ethics approval is granted, and the approval is submitted to HRS.

Administrative Coordinator 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 and will receive monthly statements and quarterly reconciliations for the account.

2. Apply for research ethics

If your project requires ethics approval, DFM Research staff will review your HiREB application prior to acquiring the Chair’s signature, which is required for submission. See below for links to HiREB and a table that outlines our review process. For more information please contact our Research Administrative Assistant, Patricia Habran-Dietrich at dietph@mcmaster.ca.

Please Note

You may require one or more certifications for submitting the HiREB review. Please review the Appendix I and contact [Neha Arora](#), Clinic Research Coordinator for more information.

HiREB website: hireb.ca

HiREB meeting schedule: HiREB submission deadlines are the second and last Tuesday of every month. hireb.ca/meetings-news

HiREB Application Review Process Chart

Steps	Timeline
<p>1. Additional approvals may be required if:</p> <ol style="list-style-type: none"> a. You wish to recruit research participants from the McMaster Family Health Team (patients, clinicians, and/or residents). Approval by DFM Leadership is required. b. You are using OSCAR or MUSIC data, or your participants are from the McMaster Family Health Team. Approval by DFM Leadership is required. c. You wish to recruit medical students as participants. Approval is required from the Undergraduate Medical Education Program (UGME) Protocol Review Committee (PRC). d. You wish to recruit participants (patients, clinicians, and/or residents from a department other than DFM, approval from the respective department may be required. <p>If you require any approvals listed above, Neha Arora, our Clinic Research Coordinator can assist you with this process: dfmresearch@mcmaster.ca</p>	<p>Approval from DFM Leadership may take up to a one month.</p> <p>Approval from the UGME PRC may take up to 6-10 weeks.</p> <p>Approval timelines from other medical departments are variable.</p>
<p>2. Complete the online HiREB application: https://www.hireb.ca/ Helpdesk: 905-521-2100 x70014; erebhelpdesk@hhsc.ca. Applications that involve human subjects must use the General Application Form. Retrospective chart reviews can use the Chart Review Application Form.</p>	<p>See HiREB website for submission instructions and deadlines: https://hireb.ca/meetings-news/</p>
<p>3. Before you request the Chair’s signatures:</p> <ul style="list-style-type: none"> • Send Patricia Habran-Dietrich, Research Administrative Assistant (dietph@mcmaster.ca, 905-525-9140 x21685) a PDF of the HiREB application, the protocol, consent form(s), and data collection forms. • Research Staff will review your application and correspond with you about any recommended changes. 	<p>Research staff may take up to seven business days to review your application; please allow enough time before the HiREB submission deadline.</p>

<p>4. Once staff have reviewed your HIREB application, you will be notified to request Dr. Price’s signature. and Laura Cleghorn’s (cleghol@mcmaster.ca) signature is required if research resources (staffing, equipment, space) is needed for your study. After all signatures are obtained, you must press the “submit” button for the online application.</p>	<p>HiREB reviews can take 4-6 weeks.</p>
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3. Identify staffing and resources

Connect with [Laura Cleghorn](#), Research Manager, 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. See Appendix III for a list of staff expertise available to help with your research.

4. Research & Scholarship

The Department is supported by a centralized group of individuals that help us run efficient, effective, and high-quality research projects.

Dee Mangin, our Associate Chair, Research provides leadership and guidance to the research activities across the Department of Family Medicine. Our Research staff provide a range of supports to our faculty and research staff to:

- Build capacity across projects through knowledge sharing, workshops, and communication
- Support projects with their human resources, financial management, project management, knowledge translation and communications
- Develop and implement processes to help projects start, grow and wrap-up easily

See Appendix II in this document for a list of supports available to full-time and part-time faculty. Visit our Research & Scholarship pages on the DFM Faculty Portal. They can be [accessed here](#). You can access the portal with your MACID and login. Your MACID is the first seven letters of your McMaster email address. If you need help retrieving your login or password, please contact fmappt@mcmaster.ca.

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	
<p>Laura Cleghorn Research Manager 905-525-9140 ext. 20174 cleghol@mcmaster.ca</p>	<p>For inquiries regarding research project staffing, policies, procedures, grant applications and budgets</p>
<p>Michelle Sylvain Research Administrative Coordinator 905-525-9140 ext. 28424 sylvaim@mcmaster.ca</p>	<p>General inquiries about research administration and finance <i>(Michelle is currently on extended leave, please contact Patricia Habran-Dietrich at dietph@mcmaster.ca)</i></p>
<p>Neha Arora Clinic Research Coordinator 905-525-9140 ext.28425 dfmresearch@mcmaster.ca</p>	<p>General inquiries about research processes and systems, HiREB, and research support for the McMaster Family Health Team</p>
<p>Kim Tucker Administrative Assistant 905-525-9140 x22097 tuckek8@mcmaster.ca</p>	<p>For assistance with computer hardware, software, access to MS Teams and Sharepoint, employee timesheets, payroll and vacation</p>
<p>Erin Beaulieu Knowledge Translation Specialist, Research Enterprise 905-525-9140 ext. 22792 beauliee@mcmaster.ca</p>	<p>For assistance with integrated knowledge translation, communications, social media and dissemination of research results</p>
<p>Patricia Habran-Dietrich Administrative Assistant 905-525-9140 x21685 dietph@mcmaster.ca</p>	<p>For information about ethics applications, including our review process and how to obtain the Chair's signature</p>

Appendices

I Required Certifications for Research Participation at McMaster

II Research Resources and Support for Full and Part time Faculty

III Research Staff Support Available for DFM Faculty

I Required Certifications for Research Participation at McMaster

Note: not all the items listed below are required for all funding programs or HiREB review. There may also be other courses, questionnaires or certifications required. Always check the most up-to-date requirements in your HiREB application process and the funding program's requirements early.

- 1) **Tri-council Policy Statement 2: Course on Research Ethics (TCPS 2: CORE)**
 - For non-clinical trials, the study PI must have completed TCPS 2: CORE or GCP (below) when obtaining ethical approval by the Hamilton Integrated Research Ethics Board (HiREB)
 - Completed through the [Panel on Research Ethics website](#)
 - [TCPS 2: CORE User guide](#)
- 2) **Good Clinical Practice (GCP)**
 - For clinical trials, the study PI must have completed GCP training when obtaining ethical approval by HiREB
 - Request access to the CITI GCP Training by emailing hsresadm@mcmaster.ca
- 3) **McMaster Tutorial for Researchers Conducting Retrospective Review of Health Records**
 - Required for studies involving chart reviews when obtaining ethical approval by HiREB
 - Completed through [McMaster University](#)
- 4) **Integrating Sex & Gender in Health Research core certification**
 - Required for all [applicants to CIHR](#), not just the PI. However, collaborators are exempt.
 - Three modules:
 - 1) sex and gender in biomedical research
 - 2) sex and gender in primary data collection with human participants

3) sex and gender in analysis of secondary data from human participants

- Completed through the [CIHR Institute of Gender and Health](#)

5) **CIHR Equity and Diversity Questionnaire**

- Required for [all applicants to CIHR](#) at the full application stage, not just the PI. However, collaborators are exempt.
- Completed through [ResearchNet](#)
- [Directions for completing the questionnaire](#)

II Research Resources and Support for Full and Part time Faculty

The DFM Faculty Portal Research & Scholarship pages contain information and resources to assist with your project. It can be [accessed here](#). You will require your MAC ID (your McMaster email) and Password to login. Contact fmappts@mcmaster.ca to retrieve your MACID and password.

Supports for part time faculty

- Monthly medical education and primary care research rounds
- Research Knowledge and Skill Builders (monthly in-service learning for faculty and staff) (<https://fammedmcmaster.ca/research/research-resources/in-services/>)
- Pilot research funding - 4 grants of \$5000 each offered annually (<https://fammedmcmaster.ca/research/research-resources/pilot-funding/>)
 - Opportunity to get feedback through research rounds
 - Opportunity to present to department
- Community site support
 - Initial support in creating a community of practice for scholarly work
 - Initial support with literature searching
 - Initial support in grant writing
 - Initial support in publication development
 - HiREB (research ethics) review process

Supports for full time faculty

- Monthly medical education and primary care research rounds
- Research In-services (Research Knowledge and Skill Builders) (<https://fammedmcmaster.ca/research/research-resources/in-services/>)
- Pilot research funding - 4 grants of \$5000 each offered annually (<https://fammedmcmaster.ca/research/research-resources/pilot-funding/>)
 - Opportunity to get feedback through research rounds
 - Opportunity to present to department
- Consultation and support
 - Literature searching
 - Grant writing
 - Publication development

- HiREB (research ethics) review process
- Consultations
 - Statistics e.g. sample size, analysis plans
 - Data management
 - Knowledge Translation
 - Finance and budget management
 - Human resources e.g. hiring research staff
- Faculty workstations at 5th Floor Research, David Braley Health Sciences Centre
 - Computers with SPSS (statistical software), NVivo (qualitative analysis software), Endnote (reference management software)

Other resources

- McMaster Health Sciences library: hsl.mcmaster.ca
- CFPC librarian offers complimentary literature search for members:
<https://www.cfpc.ca/en/member-services/library-services>

III Research Staff Support Available for DFM Faculty

Below is a table outlining the staff positions and expertise that are available to DFM faculty to support research activities. Initial consultations are provided as part of Departmental resources; however, once research funding is obtained we will need to recover costs. Staff wages are in a range of \$40-\$60/hr. Please contact [Laura Cleghorn](#), Research Manager (x20174) for more information.

Type of Support	Description
Human resources	Hiring of research staff (recruitment, onboarding, and orientation) Performance appraisal (4 and 6 month) Contract renewal and ending Staffing for short-term research needs e.g., temporary, casual
Financial management	HRS checklist processing for grant applications Research account set up, monitoring and management (including DFM pilots) Quarterly financial reports and monthly updates for all faculty with grant funding Payroll management for all temporary and casual employees Larger research projects (with budgets over \$20,000) will be requested to contribute a nominal fee to support indirect costs for research project administration (e.g. financial management, human resources management, IT infrastructure and support)
Research assistant support	HiREB (ethics) application assistance Recruitment Interviewing, focus group facilitation Collect, enter, verify, manage, analyze and report on qualitative or quantitative data Transcription
Literature searches	Aid in the development of research question (scope, methods, granularity) Recommend databases and applicable search terms (e.g. MeSH database search and textword terms) Execute strategy and present retrieved citations in requested format

<p>Data management</p>	<p>Design and maintain databases, data collection forms, surveys, error checking methods and related programs Verify, manage, analyze and report on data Use statistical software to analyze data and interpret results (e.g. descriptive statistics, basic analyses) Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities Write data management and operations documentation for the projects Develop methods to transfer data between alternate databases and software Expertise in REDCap, MS Access, LimeSurvey, SPSS, SQL, Excel</p>
<p>Biostatistics</p>	<p>Apply established statistical methods and techniques to analyze and interpret data Compile and analyze data and interpret trends, fluctuations and other changes that may emerge Study design, sample size estimation and statistical analysis plan for grant Statistical analysis Interpret study results and prepare report Secondary analysis of data Design and analysis of observational/administrative data Monitor randomization for RCTs</p>
<p>MUSIC database support</p>	<p>Acquire approvals for MUSIC (McMaster Sentinel Information and Collaboration) applications Define queries and reports to be run in MUSIC database Collect, clean and prepare MUSIC data for analysis by research projects</p>
<p>Knowledge translation</p>	<p>Provide consultation on all stages of the Knowledge Translation process, including planning, implementation and evaluation. Develop strategic KT plans for research projects and programs (beginning of project, end of grant and anywhere in-between) Synthesize and disseminate research knowledge through plain language summaries and other KT strategies (e.g., social media content, one-page reports, videos) Identify, develop and implement evidence-based strategies to translate research findings for specific audiences (e.g., policy makers, health professionals, patients, project stakeholders, general public) Work with Faculty of Health Science Public Relations to promote research work through media outlets (e.g., newspapers, television, radio)</p>