Department of Pediatrics Key Research Contacts and Links

Submit a Research Grant Application for Internal Approval	Before you start writing your grant, make sure that you are aware of the Funding Agency's deadline to submit as well as the USask internal deadline for submitting to **Research Services and Ethics Office (RSEO)**. *The latter deadline is ALWAYS **5 working days prior to the Agency's deadline*** Process: • Download the pdf of your complete **Application Package** • Visit **UnivRS**; login with your NSID and password • Top right, click on **+ Add new** > **Project** > **Project Application** • Click on **Externally Funded** • Complete all fields marked with a red asterisk o Under the *Documents* Menu tab, upload your complete grant application .pdf under *Final Project Documents* • When all ***** are filled, click **Save and Update Status** • Select **Submitted for Approval** and click **Done** • Send an email to your department head to alert him/her to approve the application in **UnivRS** You will receive a compliance review from RSEO via e-mail. NOTE: you cannot submit your application to the funding agency until you have addressed the compliance review comments
Compliance review of your grant applications and Post-award processes	Health Grant Specialists: Ronda Appell Cameron Berg
Legal/Contract Negotiations with/ as a Research Subsite	Kerry O'Shea Stephanie Nemirov
Hiring Research Staff	Office Space needs & Logistics: Nicole Shoaf Job Profile and Compensation: Clay Benaschak Research Compensation Budget Guide Job Posting and Recruitment: Samantha Marcoux
Obtaining Ethics Approval	Forms here https://vpresearch.usask.ca/researchers/forms.php Biomedical Ethics Facilitator Caitlin Prebble Behavioural Ethics Facilitator Nick Reymond
Obtaining SHR Operational Approval	Download form SHR contact: Shawna Weeks; 306-655-1442
Clinical Trial Set-Up	Clinical Trial Support Unit (CTSU) Director Scott Corley; 306-978-8300
Study Design and Biostatistics	Clinical Research Support Unit (CRSU) marissa.alarcon@usask.ca; 306-966-7920
Survey Development	The Canadian Hub for Applied and Social Research (CHASR) Contact

Setting up a REDCap Database	This service allows researchers to build and manage online surveys and databases. Designed to support data capture for research studies. Researchers can use the software without arranging their own license: REDCap Survey Link Principle Investigators or their delegates are required to sign the PI Agreement to get permission to create projects in REDCap
Financial Administration	Administration of Funds Guidelines
Funding opportunities	External Funding Opportunities Internal Funding Opportunities
Intellectual Property and licensing agreements	Negotiated through the Innovation Enterprise (IE).
Grants Repository of Successful Grants at UofS	https://share.usask.ca/go/ovpr/grants_repository/Pages/default.aspx
Opportunity for Early Career Researchers	Observer Review Program