



DEPARTMENT OF SURGERY

RESEARCH HANDBOOK FOR FACULTY AND RESIDENTS



UNIVERSITY OF
SASKATCHEWAN



Regina Qu'Appelle
HEALTH REGION

INTRODUCTION

This handbook has been designed to facilitate applying for funding and to inform about the steps that need to be taken to apply for a grant.

This handbook will be very helpful especially to those individuals that have never written a grant proposal before. A Research Coordinator has been hired to increase research productivity and promote a dynamic research culture within the department. This position was created to provide mentorship and research support for faculty and residents. The research coordinator will facilitate, assist, support and enhance educational research capacity by providing practical advice, analysis, interpretation and assistance with identifying opportunities, communicating complex specialized information on major research funding programs, research policies, budgets and implementation issues. She will also provide assistance with writing of proposals and offer assistance and guidance with obtaining research ethics approvals.

The purpose of this brief guide is to provide quick information for you to read to orientate yourself to what funding opportunities you would like to apply for before you contact your Research Coordinator.

BEFORE YOU APPLY

ELIGIBILITY TO APPLY FOR, HOLD AND ADMINISTER RESEARCH FUNDING

The College of Medicine wants to encourage our Community Faculty to conduct research and further enhance the College of Medicine's research profile. Following recent policy changes, Physicians Appointment in Clinical Departments are now eligible to apply for, hold and administer research funds provided their appointment letter clearly states that he/she is allowed/required to conduct independent research for the College of Medicine. As a result of this policy change those Community Faculty who were appointed prior to September 1st, 2015 will need to request an update to their appointment letter to include a statement regarding their eligibility to conduct research within the College. Your revised letter will include the following statement: "In addition, you are eligible to conduct independent research on behalf of the College of Medicine."

You do need to note however that although we are granting you the ability to conduct research on behalf of the College this does not make you eligible to apply for all funding opportunities. In order to determine your eligibility, it is important that you consult the Office of the Vice Dean Research or your Research Coordinator prior to beginning any application process.

OPERATIONAL APPROVAL OF RESEARCH

Any research, funded and non-funded, involving Saskatoon Health Region resources and/or conducted in its facilities must receive formal "Operational Approval" before it may begin. This includes any research that utilizes the resources, data, programs and/or services of the Health Region, its patients/clients residents, and also includes research conducted in its affiliates and community-based organizations.

Saskatoon Health Region Operational Approval process allows for the review and approval of research projects that impact or affects any Health Region resources. This includes all research projects conducted by Health Region employees. There are two main components: Proof of Ethical Approval – Saskatoon Health Region has an agreement with the *University of Saskatchewan Research Ethics Boards* to provide ethical review and approval for all research conducted in Saskatoon Health Region. As part of the Operational Approval process, researchers are required to provide a copy of the Certificate of Approval or Notice of Exemption from Ethics Review from the University of Saskatchewan Research Ethics Board. The researcher is also required to submit a copy of their research ethics application.

Saskatoon Health Region Department/Unit Impact Review – The purpose of this review is to identify which Health Region departments are affected by the research and to determine each department's ability to support the research.

For more information about obtaining Saskatoon Health Region operational approval for research, please contact:

Research Approval Coordinator: 306-655-1442 or shawna.weeks@saskatoonhealthregion.ca
https://www.saskatoonhealthregion.ca/locations_services/Services/research/Pages/Research-Approval.aspx

ETHICS

The University requires that all research conducted by its members conform to the highest ethical standards in the use of human subjects, animals and biohazardous materials. **Any research or study conducted at University facilities, or undertaken by persons connected to the University, involving human subjects, animals or biohazardous materials must be reviewed and approved by the appropriate University of Saskatchewan Research Ethics Board (REB) or Committee.**

Step 1: Determine if your project requires Ethics Review.

All research that involves human subjects requires review and approval by a Research Ethics Board (REB) in accordance with the Tri-Council Policy Statement (<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>) before the research is started.

Review is required for:

- Research involving human remains, cadavers, tissues, biological fluids, embryos or fetuses.
- Observation of human behaviour in a natural environment
- Use of identifiable data

Review is not required for:

- Research about a living individual involved in the public arena, or about an artist, based exclusively on publicly available information, documents, records, works, performances, archival materials or third-party interviews.
- Quality assurance studies, performance reviews or testing within normal educational requirements
- Publicly available reports, literature, STATS CAN data

Step 2: Determine which Research Ethics Board your project should be reviewed by.

The University has established two Research Ethics Boards (REBs). The appropriate REB must approve any project involving the use of human subjects.

The *Biomedical Research Ethics Board (Bio-REB)* is responsible for the review of all protocols involving human subjects which include:

- Medically invasive physical procedures, invasive interventions and invasive measures (includes administration and testing of drugs)
- Physical interventions that have the potential for adverse effects such as drug, exercise and dietary interventions
- Surgical procedures such as biopsies, the collection of blood or other specimens
- Use of permanent health charts or records in accordance with provincial legislation.

The *Behavioural Research Ethics Board (Beh-REB)* is responsible for the review of all protocols involving human subjects which include:

- Non-invasive interventions and measures including interviews, surveys, questionnaires, psychological, social or behavioural interventions, non-invasive physiological measures (e.g. heart rate, blood pressure)
- Observation or descriptive research, including drug, dietary, and exercise protocols that are observational in nature with no intervention
- Audio and/or visual recording or other monitoring

Step 3: Assess the risk level of your project (minimal risk or above minimal risk).

Minimal risk means that the risk of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. Risks of daily life mean those risks encountered in the daily lives of the subjects of the research, considering their actual life situations, as opposed to the daily life of "normal persons" or of "healthy volunteers" as the case may be.

Step 4: Submit an ethics application to the Ethics Office.

Researchers and graduate students submitting their research proposals for human ethics review must prepare their submissions according to the appropriate guidelines and forms for the relevant Research Ethics Board located at <http://www.usask.ca/research/for-researchers/ethics/index.php>.

The selection of the correct guidelines for preparation of a research submission is important and is governed by the nature of the research, not the home department of the researcher.



Step 5: Make the requested revisions as suggested by the Research Ethics Board (if necessary).

During the Ethics Review Process the REB will often respond to the researcher with suggested revisions or modifications to the research protocol, consent form, recruitment protocol, etc. These revisions will need to be made and submitted for review prior to ethics approval being granted. When submitting the requested revisions only one copy will need to be submitted to the Ethics Office. Revisions can be submitted electronically. Signatures are not required.

Step 6: Receive the Certificate of Approval and begin the project.

Approval is issued for the protocol and corresponding documents that are described in the application. Changes to any aspect of this protocol (i.e. a change in research method, recruitment of participants, participant population, consenting process, consent form, etc.) require approval from the appropriate REB. A memo describing the changes and the request for approval for the amended protocol should be addressed to the Chair of the REB, care of the Ethics Office.

If you have any questions, contact the Ethics Office at (306) 966-2975.

- Applications to the Behavioural and Biomedical REBs should be emailed to ethics.office@usask.ca
- Applications to the Animal REB should be emailed to uacc.office@usask.ca
- Paper copies should be mailed to Box 5000 RPO University, S7N 4J8
- The physical location of the office is 1607 - 110 Gymnasium Place, *NRC/PBI Building*
- Research Services and Ethics Office phone number: 306-966-2975  306-966-2975
- UACC (University Animal Care Committee) phone number: 306-966-4126  306-966-4126

All other documents, including, amendments, modifications, annual report forms, study closure forms or unanticipated problem reports can also be submitted by email, followed by a paper copy for those documents requiring a signature.

CANADIAN COMMON CV (CCV)

All of the Tri-Councils (CIHR, NSERC and SSHRC) have migrated their legacy CV systems to the new Canadian Common CV (CCV).

The CCV is a web-based application that provides researchers with a single, common approach to gathering CV information required by a network of federal, provincial and not-for-profit research funding organizations. The CCV's processes, procedures and capabilities allow the input of CV information by researchers and the extraction of the CV data (with consent from the researcher) by member agencies to support their funding application process.

The vision and objectives for the CCV are to:

- Lighten the load on the research community when applying for funding, or for reporting purposes, on the principle that the CV data entered once by the researcher can be readily utilized in a manner that suits the requirements of any subscribing agency;
- Facilitate the collection of a common data set required by agencies; and
- Create a public repository which showcases Canadian researcher expertise.

The CCV may be accessed directly on the [Canadian Common CV website](#). Available directly from the CCV website are:

- A "How To" guide;
- A Webinar outlining step-by-step instructions to use the system;
- A Glossary of terms;
- Release notes; and
- FAQs

CCV workshops are given regularly throughout the year so please contact your Research Coordinator to find out the days and times for upcoming CCV workshops.

INTELLECTUAL PROPERTY / COMMERCIALIZATION

Intellectual property refers to the legal rights to ideas, inventions and creations in the industrial, scientific, literary and artistic fields. It also covers symbols, names, images, designs and models used in business. Commercialization is the process of introducing a new product or production method into commerce - making it available on the market.

For any questions regarding IP issues or commercialization of your technology arising from your research, please contact Neal Lemon, Technology Transfer Officer - College of Medicine, Industry Liaison Officer at 306-966-7340 or at neal.lemon@usask.ca.

WHERE TO APPLY

TRI-COUNCIL (CIHR, NSERC AND SSHRC)

The Tri-Council Agencies, made up of the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council (SSHRC), are a major source of research funding for post-secondary institutions in Canada. All research that is funded by the Tri-Council Agencies must be in accordance with the Tri-Council Memorandum of Understanding (MOU). This MOU describes the basic requirements for obtaining and maintaining institutional eligibility to administer research funds.

CANADIAN INSTITUTES OF HEALTH RESEARCH

CIHR is the Government of Canada's agency responsible for funding health research in Canada. CIHR was created in 2000 under the authority of the CIHR Act and reports to Parliament through the Minister of Health.

CIHR was created to transform health research in Canada by:

- funding more research on targeted priority areas;
- building research capacity in under-developed areas such as population health and health services research;
- training the next generation of health researchers; and
- focusing on knowledge translation, so that the results of research are transformed into policies, practices, procedures, products and services.

<http://www.cihr-irsc.gc.ca/e/193.html>

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA

NSERC is a departmental corporation of the Government of Canada and reports to Parliament through the Minister of Industry.

Through strategic investment in science and technology, NSERC aims to make Canada a country of discoverers and innovators for the benefit of all Canadians. The agency supports postsecondary and postdoctoral students in their advanced studies, promotes and supports discovery by funding research conducted by university professors, and fosters innovation by encouraging Canadian companies to participate and invest in postsecondary research projects and the training of highly qualified people. NSERC researchers are on the front line of science, building on Canada's long tradition of scientific excellence.

http://www.nserc-crsng.gc.ca/index_eng.asp

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA

SSHRC is the federal agency that promotes and supports university-based research and training in the humanities and social sciences. Through its programs and policies, SSHRC enables the highest levels of research excellence in Canada, and facilitates knowledge-sharing and collaboration across research disciplines, universities and all sectors of society.

SSHRC-supported research in the social sciences and humanities enhances our understanding of modern social, cultural, technological, environmental, economic and wellness issues. The work SSHRC supports encourages the deepest levels of inquiry. It spurs innovative researchers to learn from one another's disciplines, delve into multiparty collaborations and achieve common goals for the betterment of Canadian society. Research outcomes are shared with communities, businesses and governments, who use this new knowledge to innovate and improve people's lives.

<http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx>

SASKATCHEWAN HEALTH RESEARCH FOUNDATION (SHRF)

The Saskatchewan Health Research Foundation (SHRF) is the provincial agency responsible for funding, facilitating and promoting innovative, collaborative health research in Saskatchewan. SHRF works as a catalyst, driver, and leader to: build and broaden the province's research capacity; expedite the production and sharing of knowledge; increase stakeholder engagement; generate new and diverse funding partnerships; and measure the impact of health research on our Saskatchewan communities.

<http://shrf.ca/Homepage>

SASKATOON HEALTH REGION

The Saskatoon Health Region from time to time accepts applications for Community Grants.

CONTACT: Kathie Cram, Health Promotion Department

Phone: 306-655-3442

Email: communitygrantsprogram@saskatoonhealthregion.ca

SASKATOON HEALTH REGION

The RUH Foundation Research Fund is supported by Royal University Hospital Foundation through annual donations and investment earnings on donor endowments. The RUHF Research Fund supports clinically-relevant research projects **that will ultimately benefit patients who are, for the most part, treated at Royal University Hospital**. Eligible applicants include Royal University Hospital allied health care professionals, nurses and physicians with clinical practice at RUH, University of Saskatchewan residents and fellows based at RUH are eligible as co-applicants with a primary supervisor, and University of Saskatchewan faculty whose study outcomes have direct clinical impact on programs managed primarily at RUH. Collaborative research projects are encouraged. Priority will be given to research projects demonstrating clear clinical application and applicants who demonstrate financial support from other sources including funding and project partners.

<http://www.ruhf.org/StaffGrants/GrantsAndScholarships>

WHAT CAN YOUR RESEARCH COORDINATOR DO FOR YOU?

NAVIGATE YOU THROUGH THE GRANT WRITING PROCESS

The Research Coordinator position was created to provide mentorship and research support for faculty and residents to promote a dynamic research culture within the department. She can assist you to navigate your way through the grant writing process:

- Identify available research funding sources
- Review grant proposals prior to grant submission
- Assist with budget development and budget justification
- Act as a liaison between faculty members, research groups, external granting agencies, Research Services and Graduate Studies, and internal departments & agencies

HELP YOU UNDERSTAND THE U_OF_S INTERNAL REVIEW PROGRAM

The U of S Internal Review Program is open to all researchers applying to selected funding opportunities. This program is a strategic investment in U of S researcher success and supports institutional aims to encourage and facilitate research excellence. The U of S Internal Review Program aims to provide high quality feedback to researchers in both the early and final stages of grant development.

Our “College of Reviewers”—U of S faculty members with experience adjudicating, reviewing, and/or applying for Tri-Agency funding—provide expert feedback to U of S faculty applying for the following Tri-Agency programs:

- CIHR Project Scheme: 2016 1st Live Pilot
- CIHR Foundation Scheme: 2015 2nd Live Pilot
- NSERC Discovery Grant
- NSERC CREATE
- NSERC RTI
- SSHRC Grants (i.e., Insight, Insight Development, Partnership Development, Partnership)

<http://research.usask.ca/research-process/internal-review-process.php>

Internal review for applications for SHRF Establishment Awards and Heart and Stroke Grants-in-Aid competitions can also be arranged. Applications to the CFI John R. Evans Leaders Fund (JELF) have a separate internal review process. For more information on these internal review processes and the associated timelines with each competition please contact your Research Coordinator.

PROVIDE MENTORSHIP FOR RESEARCH-RELATED ACTIVITIES

The Research Coordinator has been hired to facilitate, assist, support and enhance educational research capacity by providing practical advice and assistance for research-related inquiries. She can provide mentorship and advice in areas such as:

- CCV Development
- Ethics applications
- Networking with other departments, colleges and universities
- Engagement with industry

HOW TO CONTACT YOUR RESEARCH COORDINATOR?



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