



Research @ UPEI Quick Start Guide

Office of Research Development

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Getting Started

1. Finding Funding Sources:

ORD provides three mechanisms to help you identify potential funding sources.

- The **“rrc” email distribution list** sends information on funding opportunities to your mailbox.
 - You may choose to receive notices in only the social sciences and humanities, or in the natural sciences, health sciences and engineering, or to receive all notices.
 - All faculty members receive these emails unless they request to be removed from the list.

Other researchers with an active UPEI email address (e.g. adjunct professors, professor emeriti, sessional instructors, etc.) may be added to the list upon request.

- The **Research web site** (<http://www.upei.ca/research/>) lists all funding opportunity information sent to the “rrc” list.
- **COS Funding Opportunities** is the largest, most comprehensive database of available research funding.
 - More than 25,000 records representing over \$33 billion in funding.
 - Opportunities by sponsors throughout the world for recipients throughout the world.
 - Sponsors include private foundations, public agencies, national and local governments, corporations and more.
 - Monies available for work in all disciplines physical sciences, social sciences, life sciences, health & medicine, arts & humanities.
 - Funding for many purposes, such as research, collaborations, travel, curriculum development, conferences, fellowships, postdoctoral positions, equipment acquisitions, capital or operating expenses.
 - Updated daily, all information verified with sponsor, edited for consistency and optimized for accurate searching.
- Each COS Funding Opportunities record includes key information:
 - Title, Abstract, Amount
 - Sponsor, Contact Information
 - Deadline, Eligibility Requirements
 - COS Keyword (a standardized list, applied consistently through all records)
- To access COS go to <http://fundingopps.cos.com/>

Contact: Research Grants Officer, Leslie Cudmore (lcudmore@upei.ca; 566-0709)

Getting Started

2. Proposal Development:

While proposal development is the responsibility of the applicant, ORD can facilitate the process in the following ways.

- Provide information on possible funding sources
- Provide advice regarding sponsor's guidelines and instructions
- Review draft application for compliance with sponsor's instructions, university policy, eligibility and selection criteria, and recommend adjustments
- Provide advice on proposal budget development
- Draft institutional elements of proposals (if applicable)
- Provide technical assistance with electronic forms
- Coordinate the procurement of matching funds (if applicable) with Project Leaders and Senior Administrators
- Develop tools, university agreement templates and processes for effective proposal development

Contact: Research Grants Officer, Leslie Cudmore (lcudmore@upei.ca; 566-0709) or
Strategic Research Initiatives Manager, Jan Coffin (jdcoffin@upei.ca; 566-6479)

Getting Started

3. Research Contract Development:

All research contracts are between the University and the Sponsor(s) and fall under the Contract Research Policy (<http://www.upei.ca/policy/adm/ord/gnl/0006>). ORD will assist you in developing and negotiating your contract.

Contract Development:

- If you are in discussions with a research funding sponsor (e.g. industry, government, NGO, etc.) on a potential research project or if you have been provided with a contract by a research sponsor, contact the Research Contracts Officer, Matt Adams, in ORD.
- Let him know the following:
 - name of sponsor,
 - focus of research or research service
 - stage of discussion
 - contributions of the parties

Together you will plan the best way to arrive at an agreement satisfactory to all parties.

- ORD will work with you and Three Oaks Innovations, Inc. (UPEI's technology transfer arm) to address issues related to IP, commercialization, and freedom to operate.
- ORD will draft a contract based on the information you supply or use the sponsor's template and add our information to it.
- Once you are satisfied with the draft contract, ORD will send it to the sponsor for review. Often at this point, negotiation of terms is required. Depending on the contract and the sponsor, this may involve a number of versions and may take days or weeks.
- Once the contract is agreed to by both parties, a contract package will be prepared and circulated for review and signature. In addition to your review, you will need to provide ORD with:
 - completed Administrative Approval Form and
 - Contract Approval Tracking Sheet (<http://research.upei.ca/researchforms>).
 -
- Once the contract is signed (executed) by both parties you will receive a copy.
- ORD also sends account opening documentation to Research Accounting (see Research Accounts).

Contact: Research Contracts Officer, Matt Adams (mradams@upei.ca or 894-2856)

Applying for Funding

1. External Awards:

- Advise the Research Grants Coordinator of:
 - your intention to submit a funding application
 - the name of the funder and program, and
 - the deadline for submission
- Provide a draft of submission to the Research Grants Coordinator for ORD review and feedback no later than 10 days prior to the funder's deadline.
 - ORD will provide feedback and return your draft to you within 3 working days.
- Prepare final submission.
- Complete Administrative Approvals Form (<http://www.upei.ca/research/rformsadministrative>)
- Obtain all required signatures on the Proposal and Administrative Approvals Form (i.e. co-investigators, Department Chair, Dean, and Vice President Research & Development).
 - Note: Allow sufficient time for each to read and sign the proposal.
 - Expect a minimum of 1 working day to be required at each step.

Paper Submissions

- ORD will phone you when signed application is ready for pick-up.
- Obtain signed proposal and a copy of signed Administrative Approvals Form.
- Submit the proposal to meet the funder's deadline.

Electronic Submissions

- ORD will e-mail you when the application is complete and ready for submission.
- Submit the proposal to meet the funder's deadline

Contact: Research Grants Coordinator, Leslie Cudmore (lcudmore@upei.ca; 566-0709)

Applying for Funding

2. Internal Awards:

Funding from the Research Grants Committee is available, on a competitive basis, to researchers in the Faculty of Arts, School of Business, Faculty of Education, Library, School of Nursing, and Faculty of Science.*

To apply:

- Review the *Guide to UPEI Research Funding* to identify the program for which you wish to apply. <http://www.upei.ca/research/researchfundingbooklet>
 - The Research Grants Committee considers applications to the following programs:
 - a. Bridge Funding Grant (BG)
 - b. Collaborative Research Grant (CRG)
 - c. Discretionary Grant (DG)
 - d. Major Research Grant (MRG)
 - e. New Scholars Grant (NSG)
 - f. Self Funded/Sabbatical (SELF)
 - g. Sessional Instructor Grant Fund (SIF)
 - h. SSHRC Institutional Grant (SIG)
 - i. Travel Grant (TG)
- Review the eligibility criteria
- Go to the Research website to download your application template. http://www.upei.ca/research/rforms_applications
- Complete application
- Obtain required signatures from:
 - Co-investigators;
 - Department Chair;
 - Dean
- Submit one (1) original copy with pertinent signatures to the Research Grants Coordinator by the deadline.
- Complete and submit 1 copy of the Administrative Approvals Form (<http://www.upei.ca/research/rformsadministrative>)
- You will be informed of results of competition by Chair of the Research Grants Committee.

Contact: Research Grants Coordinator, Leslie Cudmore (lcudmore@upei.ca; 566-0709)

* **Note:** Researchers in the Faculty of Veterinary Medicine should contact the Office of Graduate Studies and Research, AVC for information on possible funding opportunities. Contact Rosemary McIver at mciver@upei.ca; or 566-0542.

Accounts

1. Opening a New Research Account

New research accounts are requested through the Office of Research Development (ORD). To have an account established, take the following steps.

- Provide the ORD Research Grants Coordinator with a copy of your Notice of Award as soon as you receive it.
- If compliance certification (Biohazards, Animal Care, Human Ethics, or Radiation Safety) is required please ensure you have applied to the appropriate committee for this approval. NOTE: Accounts cannot be opened if there are any pending certification requirements, unless a Release of Funds requested is submitted and approved.
- Notify the Research Grants Coordinator when all required certifications are in place. Provide the certificate number for each.
- The documentation will be forwarded by ORD to Research Accounting.
- Research Accounting will notify you via email that your new account has been opened. The email will contain the account number and the expenditure category codes you will need in order to charge expenses to your account.

Contact: Research Grants Coordinator, Leslie Cudmore (lcudmore@upei.ca; 566- 0709)

Research Compliance & Awards Coordinator, Lynn MacDonald (lynmacdonald@upei.ca; 620-5104)

Accounts

2. Transferring Funds to a Co-Investigator at another Institution

The transfer of funds is coordinated through ORD.

- Provide the Research Grants Coordinator with the following information:
 1. Name and Institutional affiliation of your co-investigator
 2. Name of the Director/ Head of the research services at your co-investigator's institution.
 3. Full mailing address of your co-investigator's institution's Research Office
 4. Total amount of funds to be transferred
 5. Categories of allowable expenditures
 6. A brief description of the work to be completed at the other institution
 7. One cheque request, fully completed using a UPEI Purchase Requisition

- ORD will confirm the funds are available with Accounting, prior to preparing a Transfer of Funds agreement.
- The ORD Research Grants Coordinator will prepare a Transfer of Funds agreement and forward it to your co-investigators institution for signature.
- Once the signed agreement has been returned to ORD, the RGC will send your cheque requisition and the fully signed agreement to Accounting.
- Accounting will process and forward the cheque to the co-investigator's Research Office.

Contact: Research Grants Coordinator, Leslie Cudmore (lcudmore@upei.ca; 566- 0709)

Research Compliance & Awards Coordinator, Lynn MacDonald (lynmacdonald@upei.ca; 620-5104)

Compliance / Certification

1. Animal Care Committee (ACC) certification:

If your research involves animals it requires ACC vetting.

The ACC guidelines and d Animal Utilization Protocol (AUP) forms can be found at:

http://www.upei.ca/research/animal_care

The Animal Care Committee meets monthly except for the month of December. AUP forms are due the first Friday of every month for review at the meeting held at the end of the month.

- Provide the ACC Coordinator with one (1) signed original and one (1) digital copy of your AUP form for review for completeness.
 - The ACC Coordinator will contact you and return the application to you if additional information or clarification is required.
 - If your project has not been peer reviewed, it will require review for scientific merit prior to vetting by the ACC. This review is coordinated through the ACC Coordinator.
- Your completed AUP form will be reviewed at the monthly ACC meeting and within 5 days after the meeting you will receive the ACC's response from the Chair of the ACC.
- If revisions are requested they should be submitted as soon as possible and will be considered at the next monthly ACC meeting.
 - If revisions are not received within 3 months the application will be closed and a new application must be submitted.
- Research can only begin once you have received a Certificate of Approval from the ACC Chair by email.
- Approval is for one year. An AUP may be renewed no more than three (3) times before a new AUP must be submitted.

Contact: ACC Coordinator, Sherri Pineau (scpineau@upei.ca; 566-0973)

For technical questions contact the University Veterinarian, Jonathan Spears (jspears@upei.ca; 620-5026)

Compliance / Certification

2. Biosafety certification:

If your research involves biohazardous material it requires Biosafety Committee vetting.

Biohazardous material is any biological material which is potentially harmful to humans, animals, plants and/or the environment. These include but are not limited to any organism [bacteria, mycoplasma, viruses, parasites (both metazoan and protozoan), fungi, algae, and human blood, cells, body fluids and tissues] or their toxic metabolites believed to be potentially harmful to humans, animals or plants. Certain types of nucleic acids, such as DNA derived from pathogenic organisms and human oncogenes, are also considered to be biohazardous materials.

The Biosafety Committee guidelines and forms can be found at: <http://www.upei.ca/research/biosafety>

The Biosafety Committee meets monthly and the application submission date is the 15th of each month.

- Provide the Biosafety Committee Coordinator with one (1) original and ten (10) copies of your application for review for completeness.
 - The Biosafety Committee Coordinator will contact you and return the application to you if additional information or clarification is required.
- Your completed application, received by the submission deadline date, will be reviewed by the Biosafety Committee at the next meeting and you will receive a response from the Biosafety Committee Chair.
- If revisions are requested they must be submitted to be reviewed by the Biosafety Committee at its next meeting.
- You will receive a response to your revisions following the next monthly meeting.
- Research can only begin once you have received an email from the Biosafety Committee Chair indicating that your application has been approved.
- You will receive a certificate of approval from the Biosafety Coordinator by email.
- Approval is for two years and a project may be renewed only once before a new application must be submitted.

Contact: Biosafety Coordinator, Lynn MacDonald (lynmacdonald@upei.ca; 620-5104)

For technical questions contact the Biosafety Officer, Rhoda Speare (rspeare@upei.ca; 620-5071)

Compliance / Certification

3. Environmental Assessment

- For any research involving field work or research that could have an adverse affect on the environment, sponsors will request clearance before the research can proceed. In some cases, the Canadian Environmental Assessment Act (CEAA) Pre-screening checklist must be completed as part of a proposal.
- Based on answers to the questions on the checklist, the sponsor will determine whether a “screening’ will be required in accordance with CEAA and will work with the investigator and the university to see that the necessary steps are taken and, if deemed appropriate the research is given the ‘green’ light.
- Whether research proposals are subject to the *Canadian Environmental Assessment Act* (CEAA) is determined in two ways. Either they involve undertakings in relation to physical works (Part 1), or they relate to a proposed activity not related to a physical work that is subject to the Act (Part 2).
- A description of work requiring assessment can be found at:

<http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/101/e.asp?prog=dg#EA>

- Submission forms that may be used for Environmental Assessment can be found in Appendix A and Appendix B of the NSERC Form 101.

http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F101_e.pdf

Compliance / Certification

4. Radiation Safety:

The Radiation Safety Officer has general responsibility for ensuring that the use of radioactive materials at the University conforms to applicable standards.

UPEI radiation safety manuals are available through the Radiation Safety Office.

A radioisotope permit, obtainable through the University Radiation Safety Officer, and approved by the Radiation Safety Committee, is required for any work involving radioactive materials.

- Contact the Radiation Safety Officer to verify that the area and materials to be used have been certified for that use and follow the guidelines as outlined by the Canadian Nuclear Safety Commission (<http://www.nuclearsafety.gc.ca/eng/>)
 - ***Note: there is a multi user radioisotope laboratory located in the AVC, for users who do not have approved spaces within their own laboratories.***
- Take the Radiation Safety training course, available several times a year. This course will educate all permit holders and users on radioactive material handling techniques and inventory management strategies

Contact: Radiation Safety Officer, Debra MacDonald (debmacdonald@upei.ca; 566-0635)

Compliance / Certification

5. Research Ethics Board (REB) certification:

If your research involves human participants it requires REB vetting.

The REB guidelines and forms can be found at: http://www.upei.ca/research/reb_forms

The committee meets monthly and the application dates for submission can be found at: http://www.upei.ca/research/reb_meetings

- Provide the REB Coordinator with one (1) original and three (3) copies of your REB application for review for completeness.
 - The REB Coordinator will contact you and return the application to you if additional information or clarification is required.
- Your completed application will be reviewed and within three (3) weeks you will receive the REB's response from the Chair of the REB.
- If revisions are requested they should be submitted as soon as possible.
 - If revisions are not received within 6 months the application will be closed and a new application must be submitted.
- You will receive a response on your revised submission within one (1) week.
- Research can only begin once you have received an email from the REB Chair indicating that your application has been approved.
- You will receive a Certificate of Approval from the REB Coordinator by email.
- Approval is for one year and a project may be renewed no more than two times before a new application must be submitted.

Contact: REB Coordinator, Lynn MacDonald (lynmacdonald@upei.ca; 620-5104)

Hiring Research Personnel

- All personnel hired with research funding are employees of the University.
- You will need to consult with the Human Resources Department prior to initiating any hiring.
- Any request to hire from research funding needs to be vetted prior to posting.
 - Complete a Staffing Authorization Form:
<http://www.upei.ca/humanres/files/humanres/ST%20Research%20Staffing%20Approval%281%20Sept%202010%29.pdf>
 - Obtain required signatures
- The following policy documents provide important information:
 - Staff Recruitment and Selection Policy: http://www.upei.ca/policy/adm/hrd/rs_/0001
 - Student Hiring and Employment Policy: http://www.upei.ca/policy/adm/hrd/rs_/0002
 - Student Rates of Pay:
http://www.upei.ca/humanres/files/humanres/Student_rates_of_pay.pdf
 - Hiring of Academic Foreign Nationals - General Guidelines:
http://www.upei.ca/humanres/files/humanres/Hiring%20of%20Academic%20Foreign%20Nationals%20updated%202009-07-21_.pdf
 - Post Doctoral Fellows: <http://www.upei.ca/policy/adm/ord/gnl/0002>
 - **Note:** *this policy is currently being updated*

Contact: Human Resources Employment Officer, Karen White (kwhite@upei.ca; 566-0515)

Research Publicity

1. Getting the Word Out:

The Office of Research Development understands the importance of promoting your research. ORD's Communications Officer has a number of tools to help you to get the word out.

Take a look at the <http://research.upei.ca> web page:

The screenshot shows the UPEI Research website. At the top, there are navigation links for Prospective Students, Current Students, International Students, Alumni & Friends, Staff & Faculty, and Contacts. The UPEI logo is on the left, and a search bar is on the right. Below the navigation bar, there are links for About Us, Office of Research Development, Our Chairs, Institutes, Centres, and Groups, Commercialization, Find a Researcher, and Contact Us. The main content area features a guest post titled "Canada's Arctic military footprint" with a photo of a snowy landscape. To the right of the post are buttons for Contact Us, ORD, and About Us. Below the post is a "More Blog Posts" section with five entries, each with a small image and a "more ..." link. To the right of the blog posts is an "Events" section with a photo of a group of people and a "Researcher Profile" section for Debra L. Good, including her contact information and research interests.

1. ORD Blog

- This is our primary tool for active communications. Several times a week, the ORD Blog is updated with profiles of researchers, research projects, events, or compilations of media stories featuring UPEI researchers.
- The ORD Blog stands as content in itself, with good readership by the campus community and beyond.
- Journalists use it as a source of story ideas—indeed, many blog posts result in media requests within hours of posting.

2. Researcher Profiles

- Researcher profiles provide a searchable database of researchers at UPEI.
- Each researcher has their own profile listing areas of research interest, citations, contact information, and other useful data for media.
 - On any given day, your expertise could be useful to help provide context for the news story of the day.
 - Journalists are constantly in need of quotes from university experts, and they want them from a diversity of locations.
 - This list makes it easy for them to search by name, department, or area of research.
- The researcher profile is *not* a duplication of your departmental profile. Its focus is on your research only.
- This is a voluntary list—you do not have to be listed here, but we highly recommend it.

3. Events

- ORD and UPEI organize a number of research related events.
 - These are highlighted on the Research web site and your event can be added here.

4. Direct pitches

- Often, the best way to get into the media is by direct pitches to individual reporters. Talk to the ORD's Communications Officer if you have a story you'd like featured in the media. He can help you focus your story, select journalists who might be interested, and make the pitch.

Contact: Research Communications Officer, Dave Atkinson (datkinson@upei.ca; 620-5117)

Research Publicity

2. Working with the Media

10 Tips for Handling Inquiries, Interviews*

At some point in your career a reporter may call and ask you to speak to the media. Whether the reporter is seeking background on an in-depth examination of a science or societal trend, a sound bite for breaking news coverage, or is focusing an unwanted spotlight, it is in your best interest to be prepared. In addition to the tips below, ORD's Research Communication Officer can help you work with the media. Here are 10 ways to be prepared:

1. Know who is calling and why. Get the reporter's name and media outlet. Find out why the reporter asked you for an interview, and try to get a sense of his or her focus or angle. If you feel you are not the best person to address the subject, say so.
2. Buy time to prepare. Confirm the reporter's deadline. Set a time to speak within that time frame to allow you to gather your thoughts. Resist the temptation to wing it.
3. Know the audience. With the reporter's outlet, angle, and audience in mind, consider both your message and the best way to convey it to that particular audience.
4. Know your message and stay on it. Don't leave yourself open to misinterpretation. Create a headline in advance and make it the lead point. Think of different ways to communicate that point, and be sure to reinforce it in every response.
5. Avoid jargon and technical language. You are not talking to your peers. Overuse of specialized terms will obscure your message and lose the audience. If a term is absolutely essential, use it and then define it in lay terms.
6. Respect the reporter. Never talk down or become argumentative. If a reporter is misinformed or cites incorrect facts, remember you are the expert and politely correct him or her. And, be sure to get the reporter's name right in on-air interviews.
7. Avoid "no comment." This classic retort makes you sound as if you're trying to hide something. If you cannot answer, explain why.
8. Do not speculate. Speculative answers may come back to haunt you. If you cannot answer to a question, say so and promise to get back to the reporter with information. Hypothetical questions are notorious minefields. Do not be enticed to respond to what-if scenarios.
9. If it shouldn't be in the news, don't say it. "Off the record" is a myth. Always be aware when microphones, cameras, or tape recorders are present.
10. Appearance matters on camera. Dress simply and conservatively. Sit straight. Be mindful of your body language.

Contact: Research Communications Officer, Dave Atkinson (datkinson@upei.ca; 620-5117)

* <http://principalinvestigators.org/article/>

Technology Transfer



<http://threeoaksinnovations.com/>

Three Oaks Innovations (TOI) Inc. is the bridge between industry and researchers at the University of Prince Edward Island. Established by UPEI in 2005 as a not-for-profit company, TOI Inc. works with researchers to transform their innovative ideas into commercial products and business opportunities.

TOI Inc. works to:

- Provide industry-university contract research liaison
- Support the identification, evaluation, assessment, protection and commercialization of UPEI-based innovations
- Support the identification, evaluation, assessment, protection and commercialization activities of small and medium-sized PEI Businesses on a contract basis
- Advance the process of commercialization by licensing and sale of intellectual property, patents, and inventions and the transfer of knowledge to companies that will develop them into new products and services
- Support the creation of new for-profit companies in product, service and knowledge-mobilization areas

TOI Inc. is an important partner in driving local economic growth, employment, and wealth creation.

Contact: Sophie Theriault, Managing Director
(stheriault@upei.ca; 566-6095)