POLICY
– Research –

SUBJECT: DEPARTMENT REVIEW of RESEARCH PROJECTS

DATE APPROVED: September 16, 2004

RESEARCH GRANT APPLICATIONS/LETTERS of INTENT (LOI)

1. Research Grant applications/LOIs being submitted to funding agencies by Departmental faculty members shall be reviewed by the Research Office of the Department of Family Medicine prior to the Chair signing the application.

2. The review by the Research Office shall include, but not be limited to the following:
   a) the investigator(s) meets the sponsor’s eligibility requirements.
   b) the Department is willing to administer the research funds in accordance with University and Sponsor policies.
   c) those who supervise the investigator(s) and allocate space and other resources within the Department are aware of the proposed activity and can provide the space and basic facilities to carry out the research in a responsible manner according to University policies, e.g. conflict of interest/time commitment, one-over-one signatures, delegation of signing authority, intellectual property considerations.
   d) the budget information has been reviewed to ensure that it is appropriate, realistic, and contains appropriate indirect costs where allowable.

3. Where the proposed research project is to be conducted using the resources of the Department’s academic teaching units, the appropriate letter(s) of support from the Unit(s) shall be obtained by the principal investigator.
NON-FUNDED and DEPARTMENT-FUNDED RESEARCH

1. Non-funded and Department-funded research projects to be conducted in the Department or in its academic teaching units must be reviewed by at least 2 members of the Research Committee prior to their commencement.

2. The review by the Research Committee shall include, but not be limited to the following:
   a) those who supervise the investigator(s) and allocate space and other resources within the Department and its academic teaching sites are aware of the proposed activity, and will provide the space and basic facilities to carry out the research in a responsible manner according to University policies.
   b) scientific review of the study.

RESEARCH of NON-DEPARTMENT INVESTIGATORS

1. Any research projects being conducted by investigators outside of the Department that require access to students, staff (academic and non-academic), patients, or resources affiliated with the Department, must be reviewed by the Research Committee.

   All research projects must have ethical approval before being implemented.