



# **Research @ UPEI Quick Start Guide**

**Research Services & Graduate Studies**

*updated January 29, 2014*

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# 1. FUNDING OPPORTUNITIES

## Finding Funding Sources:

Research Services (RS) can 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, as well as a listing of key internal and external deadlines.

### Contact:

Leslie Cudmore, Research Grants Officer  
[lcudmore@upei.ca](mailto:lcudmore@upei.ca) or 566-0709

## Internal Funding:

For information on current internal funding sources, please see <http://research.upei.ca/upei-internal-funding> or contact the Research Grants Coordinator.

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](mailto:mciver@upei.ca) or 566-0542.

### Contact:

Leslie Cudmore, Research Grants Coordinator  
[lcudmore@upei.ca](mailto:lcudmore@upei.ca) or 566-0709

## Student Awards:

There are numerous scholarships and fellowships available to allow students to do research. Federal granting agencies and the Province of PEI all support graduate awards and postdoctoral fellowships; some agencies also support undergraduate student researchers. Information on these awards may be found on the funder’s website. Please note that many scholarships require internal adjudication. Calls for applications will be distributed to students and faculty, as well as posted on the Research Services website.

### Contact:

Colleen Gallant, Administrative Assistant, Graduate Studies [cgallant@upei.ca](mailto:cgallant@upei.ca) or 620-5120  
Leslie Cudmore, Research Grants Coordinator [lcudmore@upei.ca](mailto:lcudmore@upei.ca) or 566-0709

## #2 PROPOSAL & BUDGET DEVELOPMENT

### Proposal Development:

While proposal development is the responsibility of the applicant, RS 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
- Develop MOUs and agreements with sponsors and research collaborators
- Develop tools, university agreement templates and processes for effective proposal development
- Provide feedback on proposals.

### Preparing a Research Budget Proposal

#### *Direct and Indirect Costs*

In preparing a budget that accompanies a contract proposal or award application, it is important to consider both the **direct** and **indirect** costs of research.

#### **Direct Costs:**

It is important to identify and budget for all direct costs. Eligibility of direct costs may differ depending on the project sponsor(s). Some examples include:

- Salaries
  - Salaries must be within the range for the appropriate University position classifications.
  - Allowances must be made for annual salary increases. Please consult with the Human Resources Department to determine appropriate salary estimates.
  - Upon approval of the contract or grant and establishment of a research account , a Research Staffing Form must be completed and signed for all new positions. Personnel Transaction Forms (PTFs) are required to adjust or extend payment of University employees.
- Fringe benefits
  - Please consult with the Human Resources Department or visit its webpage at (<http://hr.upei.ca/>) for more information on determining benefit estimates.
- Professional/consultant fees

- Professional/consultant fees may require a separate quote or contract to be in place with the sub-contractor prior to payment (I.e. Fee for Service, Research Agreement). A Purchase Requisition is also required to create a Purchase Order for the sub-contractor.
- Contact the Research Contracts Officer, Rory Beck, for more information on the preparation of sub-agreements.
- Materials & Supplies
- Equipment. UPEI Procurement Policy must be followed.
- Travel
  - The sponsoring agency may have guidelines or limits with respect to travel costs. Refer to University's Travel Expenses Policy which can be found at (<http://policy.upei.ca/>) for University regulations with respect to eligible and ineligible travel costs.
- Renovations and alternations. Before including renovation or alteration costs, Facilities Management must be contacted to ensure a) the required work is possible and b) that a reasonable cost estimate is used in the application.
- Telephone
  - The sponsoring agency may have guidelines or limits with respect to telephone costs. In addition, please refer to the University's Wireless Communications Devices policy which can be found at (<http://policy.upei.ca/>) for guidelines regarding the use and cost eligibility of wireless communication devices.

The acquisition of all goods and services should adhere to the University's Procurement Policy located at (<http://policy.upei.ca/>). For more information, please consult with Procurement Services.

### **In-Kind Costs**

Check the sponsor guidelines to determine whether or not in-kind contributions are allowed and what the reporting requirements are. Check with Research Services or Research Accounting if you have any questions about how to calculate and record in-kind contributions.

### **Indirect Costs:**

It is a University requirement that an appropriate provision be made for indirect costs. Indirect costs are costs that are not readily apparent but are real and include operation and maintenance of facilities, including building depreciation, library expenses, space, utilities, payroll, accounting, and other services.

University Indirect costs are charged at 40% of direct costs with the following exceptions:

- Indirect costs are not charged on student stipends, salary or benefits paid to University students
- Indirect costs are not charged on equipment that will be retained by the University.
- Indirect costs are reduced to a 10% rate on travel costs
- Indirect costs are reduced to a 20% rate for registered charitable organizations.
- Sponsors and/or funding agencies may place restrictions on the level of indirect costs that can be charged.
- All indirect cost rates that deviate from University policies must be approved by the appropriate University Dean and VP Research.

For AVC research contracts only: AVC research contracts should include a provision for Biomedical Engineering fees at 1.5% of total project cash costs. If the budget includes a maximum overhead provision as noted above, biomedical engineering fees are waived.

For more information on University indirect research cost policies, please refer to the Contract Research Policy located at (<http://policy.upei.ca/>).

### **HST Impacts on Research**

Although there is no HST charged on research salaries and wages, the majority of other goods and services purchased for research activities are subject to HST, and HST must be considered when estimating costs of research. A general rule of thumb is any expense that was subject to GST will be subject to HST.

The majority of sponsors and funding agencies typically do not require budgets to break out the applicable taxes. However, it is important to ensure that the impact of taxes on research goods and services is accounted for within the budgeted cost categories.

The University is part of MUSH group (municipalities, universities, schools, and hospitals). Organizations within this group will continue to receive a 67% rebate on the 5% GST portion of the total 14% HST. Therefore, the amount that will be charged to research accounts will be 33% of the 5% GST portion of HST plus the remaining 9% of HST for a total net HST tax of 10.65%.

### **Useful University Policy Links:**

The following University policies will provide important clarifications on a variety of items and processes throughout your budget preparation and project execution. These policies can all be found on the University's policy page (<http://policy.upei.ca/>):

- Travel Expenses Policy
- Contract Research Policy
- Corporate Credit Cards, Assignment And Use Of
- Procurement Policy
- Wireless Communication Devices
- Student Hiring and Employment

### **Contact:**

Leslie Cudmore, Research Grants Officer  
[lcudmore@upei.ca](mailto:lcudmore@upei.ca) or 566-0709

Jan Coffin, Strategic Research Initiatives Manager  
[jdcoffin@upei.ca](mailto:jdcoffin@upei.ca) or 566-6479

Matt Adams, Finance Officer  
[mradams@upei.ca](mailto:mradams@upei.ca) or 566-0456

## #3 PROPOSAL SUBMISSION

### Applying for External Funding

- 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
- For optional internal review (clarity, completeness, compliance with agency requirements, etc.), provide a draft of submission to the Research Grants Coordinator no later than 10 working days prior to the funder's deadline.
- 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 & Graduate Studies).
  - Allow sufficient time for each to read and sign the proposal. Your completed application and Administrative Approvals form must be received by Research Services no later than 2 working days prior to the funder's deadline.
  - RS will obtain the signature of the Vice President Research & Graduate Studies (signs only after all other signatures are in place).

### Submissions

- RS will contact you when the signed application is ready for pick-up.
- Submit the proposal to meet the funder's deadline.
- Electronic submissions may require that Research Services review and forward your proposal to the funding agency. Allow sufficient time for this step.

### Meaning of Signatures on External Applications:

**Signature of UPEI Principal Investigator/Lead** indicates acceptance and willingness to carry out the work as described in the proposal, in accord with the various regulations governing such work and within the established budget of the proposal. All research activity will be undertaken in accordance with the policies and procedures of the University of Prince Edward Island and the terms and conditions of the Sponsor, as approved by the designated signing officer of the University. The Principal Investigator also accepts responsibility for any over expenditure on the award and for reporting any changes or delays in the research or research expenditures. It is the

responsibility of the researcher to complete and/or assist the University in completing all reporting required by the sponsor on time.

**Signatures of the Chair and Dean** indicate awareness of the research project, and acknowledgement that the academic unit/ faculty/school will be able to accommodate the project if funded (including any space, facilities and personnel requirements). Signature of the Dean also indicates acceptance of the proposed overhead rate, and acknowledges that any variance in overhead rates applies first to that component distributed to the Faculty/School.

**Signature of the Vice President, Research & Graduate Studies** indicates that the University will administer the project in accordance with the terms and conditions of the agreement, the sponsor's guidelines, and the University's policies, practices and guidelines and indicates the overhead rate that will be used.

**Contact:**

Leslie Cudmore, Research Grants Coordinator  
[lcudmore@upei.ca](mailto:lcudmore@upei.ca) or 566-0709



## #4 GRANT OR CONTRACT

### What is the difference between a Grant and a Contract?

A Research **Grant** is financial support for an individual or group of individuals (or a research centre or institute) to do research in a particular subject area or field. Although the research area may be defined, there are usually no conditions about specific directions of the research. Usually, in a grant:

- there is no direct or indirect remuneration to the principal investigator(s)
- the objectives are defined generally not specifically
- there are no limitations on publication
- results do not get transferred to the funder (a final report may be requested)
- payment is usually made in advance of expenditures, without “deliverables”

A Research **Contract** is a legal agreement between two parties to carry out a specific research project with specific stipulations and conditions. UPEI’s Contract Research Policy can be found at [http://www.upei.ca/policy/files/policy/Contract%20Research%20Policy%20\(admordgnl0006\)\\_2.pdf](http://www.upei.ca/policy/files/policy/Contract%20Research%20Policy%20(admordgnl0006)_2.pdf)

There are various types of research contract arrangements depending on the scope and nature of the project and deliverables. The following are a few examples of research contract partnerships:

- Collaborative Research Agreements facilitate collaborative research of mutual interest to UPEI, UPEI researcher(s), and the partnering institution(s), in which project results may be shared or have clauses specific to the ownership and management of intellectual property.
- Research Service Contracts are contracts in which UPEI will perform work of a routine nature such as analytical, testing or other services requiring little or no original intellectual input.
- Fee for Service Contracts are contracts in which UPEI contracts with others to perform work of a routine nature such as analytical, testing or other services requiring little or no original intellectual input.
- Material Transfer Agreements (MTAs) are used when transferring materials from one organization to another.
- Memorandum of Understandings (MOUs) are used to formalize general understandings and alignment of intentions between parties. MOUs should not be used to try and arrange legally binding commitments.
- Non-Disclosure Agreements (NDAs) or Confidentiality Agreements attempt to ensure confidential information is not disclosed to outside parties. Generally, a Non-Disclosure Agreement should always be in place before engaging in R&D discussions with outside parties.
- Space and Equipment Rental Agreements are used to rent or lease UPEI space or equipment to outside parties.
- Terms and conditions covered in a research contract may include:
  - a specific outline of the scope and nature of the work

- a budget, including overhead costs
- a set time period (or periods) for each activity
- payment for the time of the principle investigator(s)
- a definition of specific “deliverables” (i.e. what the PI must deliver in order to receive payment, and considerations for acceptance of the deliverables)
- budget and payment schedules
- agreements on who owns the intellectual property, including data, patent rights, etc.
- confidentiality agreements
- stipulations and/or conditions relating to graduate student involvement
- stipulations about following university policies
- liability agreements
- etc.

### **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/RS/gnl/0006>). RS 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.
- 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.

- RS will draft a contract based on the information you supply, or use the sponsor’s template and add our information to it (if needed).
- Generally, there are 3 types of Research Contract:
  - Collaborative Research Agreements
  - Fee for Service Contracts
  - Memorandum’s of Understanding

After speaking with the Research Contracts Officer you will have a better understanding of what type of agreement is applicable to your situation, or whether a unique agreement needs to be drafted.

- RS 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.
- Once you are satisfied with the draft contract, RS 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 RS with:

- Research Funding Administrative Approval Form, and
- Contract Approval Tracking Sheet

The Research Funding Administrative Approval Form is only required when beginning a new project, and is not required once there is a file/account opened with RS (i.e. if there are multiple sub-contracts or Fee for Service agreements to be completed on a given project, they will only require a Contract Approval Tracking). The forms can be found at <http://research.upei.ca/researchforms>

- Once the contract is signed by both parties you will receive a PDF copy. A copy is also sent to your sponsor or industry partner
- If you wish other people to have a copy of your contract; for example, your administrative personnel, you must advise the Contracts Officer in writing.
- It is important to note that your account cannot be activated and you cannot begin to spend the funds until the contract has been signed by all parties.  
RS also sends account opening documentation to Research Accounting (see Research Accounts)

**Contact:**

Rory Beck, Research Contracts Officer  
[rbeck@upei.ca](mailto:rbeck@upei.ca) or 894-2856

## #5 COMPLIANCE AND CERTIFICATION

### A) 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](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:**

Sherri Pineau, ACC Coordinator  
[scpineau@upei.ca](mailto:scpineau@upei.ca); or 566-0973

**For technical questions contact:**

Jonathan Spears, University Veterinarian  
[jspears@upei.ca](mailto:jspears@upei.ca) or 620-5026

## **B) 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 last Friday of each month.

- Provide the Biosafety Committee Coordinator with one (1) original and one (1) electronic copy of your application for review.
  - 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:**

Joy Knight, Biosafety Coordinator  
[mknight@upei.ca](mailto:mknight@upei.ca) or 620-5104

### **For technical questions contact:**

Rhoda Speare, Biosafety Officer  
[rspeare@upei.ca](mailto:rspeare@upei.ca) or 620-5071

## C) Environmental Assessment

- For any research involving field work or research that could have an adverse effect 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](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F101_e.pdf)

## D) 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:

Debra MacDonald, Radiation Safety Officer  
[debmacdonald@upei.ca](mailto:debmacdonald@upei.ca) or 566-0635

## **E) 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](http://www.upei.ca/research/reb_forms)

The committee meets monthly and the application submission date is the first Friday of each month.

- Provide the REB Coordinator with one (1) original and one (1) electronic copy of your REB application for review.
  - The REB 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 REB at the next meeting and you will receive a response from the REB Chair.
- 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:**

Joy Knight, REB Coordinator  
[mknight@upei.ca](mailto:mknight@upei.ca) or 620-5104



## #6 RESEARCH ACCOUNT

### Opening a New Research Account

New research accounts are requested through Research Services (RS). To have an account established, take the following steps.

- If you are the recipient of grant funding, provide the RS Research Grants Coordinator with a copy of your Notice of Award as soon as you receive it.
- If you receive funding from industry and they send you a contract, contact the Research Contracts Officer. In most cases, you will have worked with him during the contract development, but sometimes industry will send the contract directly to the researcher.
- 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.
- Once all documentation is in place, the account opening documentation will be forwarded by RS 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. You will also need to advise who has signing authority on your research account

#### **Contact:**

Leslie Cudmore, Research Grants Coordinator  
[lcudmore@upei.ca](mailto:lcudmore@upei.ca) or 566- 0709

Joy Knight, Research Compliance & Awards Coordinator  
[mknight@upei.ca](mailto:mknight@upei.ca) or 620-5104

Rory Beck, Research Contracts Officer  
[rbeck@upei.ca](mailto:rbeck@upei.ca) or 894-2856

## **#7 RESEARCH ACTIVITIES & REPORTS**

Whether you receive funding from a grant or a contract, it is important to read and understand your reporting requirements. For example, do you have to submit written reports quarterly, is the next payment conditional upon receiving a report, etc.

If you submit a copy of your report to RS, we will upload it to the database and we will have it on file should you need a copy in the future.

Modifying your research activities without prior approval from your sponsor could result in your funding being cancelled. Be sure you understand the flexibility you have to modify your activities. If you are in doubt, contact RS.

## #8 ACCOUNT MANAGEMENT

### 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
- New employees are not to start work until they have signed their letter of offer.
- When calculating salary costs, add an additional 10% (approximate) to cover CPP, EI, etc.
- Any request to hire from research funding needs to be vetted prior to posting.
  - Complete a Research Staffing Approval Form for new positions:  
[http://research.upei.ca/files/research/research\\_staffing\\_approval\\_2012\\_0.pdf](http://research.upei.ca/files/research/research_staffing_approval_2012_0.pdf)
  - Obtain required signatures
  - Send the signed form to either the Research Grants Coordinator or the Research Contracts Officer
  - Following confirmation that you have sufficient funds in your research account and the position is an eligible expense, the Research Staffing Authorization Form, including a copy of the job posting (hard copy is attached to the SAF) is sent to Human Resources. An electronic copy of the job posting is also sent to HR.
  - When Personnel Transaction Forms (PTF) are completed for new or existing employees, the PTF must be signed by the person with signing authority on the account and sent to the Research Accounting Officer
  - You must ensure the end date of an employee's contract is within the term of your grant or contract. If you have a three-year grant with funding approved in one-year increments pending satisfactory performance, you can only hire personnel for one year contracts
- Useful University Policy Links:
  - Staff Recruitment and Selection Policy: <http://hr.upei.ca/recruitment-policies-and-processes>
  - Moving and Relocation Expenses:  
<http://policy.upei.ca/files/policy/Moving%20&%20Relocation%20Policy%20-%20admfinfin0004.pdf>
  - Student Rates of Pay:  
[http://www.upei.ca/humanres/files/humanres/Student\\_rates\\_of\\_pay.pdf](http://www.upei.ca/humanres/files/humanres/Student_rates_of_pay.pdf)
  - Hiring of Academic Foreign Nationals: Human Resources is available to assist in the immigration requirements if a foreign national has been hired/being considered for a position
  - Postdoctoral Fellows: <http://policy.upei.ca/adm/ogs/acd/0002>

**Contact:** Gillian Profitt, Human Resources Officer [gprofitt@upei.ca](mailto:gprofitt@upei.ca) or 566-0515

## **Transferring Funds to a Co-Investigator at another Institution**

The transfer of funds is coordinated through Research Services. Template funding transfer agreements are available for some funding agencies (e.g., Tri-council).

### **Fee for Service Contracts:**

- If your grant or contract allows you to hire a person or a business to perform work or service, you must have a Fee for Service Contract in place with the person or business
- Assistance in the development of a Fee for Service Contract can be obtained from the Research Contracts Officer within RS
- Each Fee for Service Contract must be accompanied by a signed purchase requisition
- Sample Fee for Service Contracts can be found on the UPEI website  
<http://www.upei.ca/finance/comptroller/contracts/fee-service-contracts>

### **Buying Material, Supplies or Equipment:**

- If your grant or contract allows you to purchase lab supplies, equipment or other materials, you must follow the UPEI Procurement policies guidelines
- Equipment requires an additional form to be completed for Facilities that outlines the installation and infrastructure requirements to put into place and service your new equipment. For example: wiring, exhaust, floor strength, etc
- Depending on the price, you will require competitive bids.

### **Monitoring your Account Balance:**

- You are required by UPEI and your sponsor to spend your research funds within the guidelines provided. If you have any questions about the interpretation of either, contact RS or Research Accounting
- You are responsible for any overspending on your research account; therefore it is important for you to track your expenditures
- Training in UIS and Hummingbird is provided by Research Accounting. They will also assist you with any questions you might have.

### **Residual Funds:**

- When your grant or contract ends, there is usually a 0 balance in your account. However there are times when, for one reason or another, there is money left over.
- Once your grant or contract ends, your account will be closed. If there is money left, you must request access to it by submitting a Research Account Modification Form to the Grants Coordinator or Contracts Officer. They will determine from your sponsor agreement if you are eligible to have access to residual funds.
- If the funds do not need to be returned to the sponsor, your request is reviewed by the VP Research Services & Graduate Studies. If approved, you may receive a one-year extension or a new account may be opened for a specific period of time for research purposes only.

**Financial Reports:**

- Your financial reports are prepared by the staff in Research Accounting and provided to your sponsor.
- The financial reporting requirements are usually outlined in your grant or contract agreement.

**Contact:**

Rory Beck, Research Contracts Officer  
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# #9 RESEARCH PROMOTION

## Getting the Word Out:

Research Services understands the importance of promoting your research. UPEI's Research 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. We've numbered three of our main communications tools.

The screenshot shows the UPEI Research website with several key features:

- Navigation:** Top menu includes Prospective Students, Current Students, International Students, Alumni & Friends, Staff & Faculty, and Contacts. A secondary menu includes About Us, Office of Research Development, Our Chairs, Institutes, Centres, and Groups, Commercialization, **Find a Researcher** (marked with a '2'), and Contact Us.
- Search:** A Google Custom Search bar is located in the top right.
- Research Section:** Features a featured article titled "Guest post: 'Canada's Arctic military footprint'" with a large number '1' overlaid on the image. The article text discusses Operation NANOOK 11 and the need for search and rescue assets in Resolute Bay, Nunavut.
- Tools:** Three circular buttons labeled "Contact Us", "ORD", and "About Us" are positioned to the right of the featured article.
- In The News:** A section with a tabbed interface showing news items such as "The lasting impact of the Iran-Iraq war" and "Shifting political landscape?".
- More Blog Posts:** A vertical list of five blog post thumbnails with titles like "A tale that grew more gruesome with time" and "The mysterious song-bird killer".
- Events:** A section titled "Events" featuring a group photo of award recipients and the text "UPEI's Innovation PEI fellows honoured".
- Researcher Profile:** A profile for Debra L. Good, including her department, email, phone number, and research interests.

Take a look at the <http://research.upei.ca> web page. We've numbered three of our main communications tools.

## **UPEI Research Blog**

- This is our primary tool for active communications. Several times a month, the UPEI Research Blog is updated with profiles of researchers, research projects, events, or compilations of media stories featuring UPEI researchers.
- The research 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.

## **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.

## **Events**

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

## **Direct pitches**

- Often, the best way to get into the media is by direct pitches to individual reporters. Talk to our Research 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:**

Dave Atkinson, Research Communications Officer  
[datkinson@upei.ca](mailto:datkinson@upei.ca) or 620-5117

## 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, UPEI'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:

Dave Atkinson, Research Communications Officer  
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\* <http://principalinvestigators.org/article/>



## #10 TECHNOLOGY TRANSFER



<http://threoaksinnovations.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:

- Act as liaison between industry and UPEI to establish new partnerships and collaborations regarding research development and commercialization activities
- Work with research teams to identify Intellectual Property that has sufficient commercial value to engage in commercialization practices. This includes the creation and filing of patents with appropriate agents and regulators
- Conduct market intelligence and develop competitive strategies for technologies, projects and proposals
- Identify Out Licensing opportunities for Intellectual Property
- Support the creation of new for profit companies in product, service and knowledge mobilization areas

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

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

**Contact:** **Shelley King**, Chief Executive Officer  
[srking@upei.ca](mailto:srking@upei.ca) or 902-566-6095

**Julie Mussel**, Office Manager  
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## Directory for Research Services & Graduate Studies, Research Accounting, and TOI

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