

**IHRTP Grant Mentoring Days
January 10-11, 2012**

What we can do for you...

**Research Grants and Contracts
Dalhousie Research Services (DRS)**

**Tressie A. Dutchyn
Research Grants Facilitator**



Our location...

Henry Hicks Administration Building
6299 South Street, Room 231
Halifax, NS B3H 4R2
494-8075



**DALHOUSIE
UNIVERSITY**

Inspiring Minds

Who we are...

Gail Power, Director
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Jody Rice Gallagher, Legal Advisor
Dalhousie Research Services
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Caroline Sequeira, Research Grants Officer
Post-Awards
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Tressie Dutchyn, Research Grants Facilitator
Medicine, Biomedical Engineering
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Sara Lavender, Research Grants Facilitator
Arts & Social Science, Management
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Meghan Wagstaff, Research Grants Facilitator
Science, Engineering, Architecture, Computer
Science, Health Professions, Dentistry & Law
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Institutional Signatures



1. Grant Applications:

Gail Power, Director, Research Grants & Contracts

2. Research Agreements & Contracts:*

Dr. Martha Crago, Vice President Research

* Reviewed in advance by Jody Rice Gallagher, Legal Advisor

What we do...

Pre-Award Process - *Research Grants Facilitators*

- Meet with you early in the project development phase
- Assess the 'fit' of funding opportunity to your project
- Identify other potential funding opportunities
- Offer strategies to ensure strong application
- Review grant application and suggest revisions
- Obtain institutional signatures
- Approve official submission of proposals in electronic or hard copy

What we need from you...

- ✓ Investigator Checklist*
- ✓ Hard copy of grant application

* Faculty of Medicine signatures obtained through Medical Research Development Office

What we do...

Post-Award Process - *Research Grants Officer*

Administer research grants including:

- Approve the opening of new accounts, the release of funds and over-expenditure requests
- Arrange the inter-institutional transfer of funds
- Confirm the renewal of ethics/certifications before approving grant installments
- Check for continuing grant eligibility

What we need from you...

- ✓ Investigator Checklist*
- ✓ Grant Application
- ✓ Ethics Approval/Certifications
- ✓ Research Accountability Statement
- ✓ Principle Investigator Agreement
- ✓ Letter/Notice of Award or Agreement

* Faculty of Medicine signatures obtained through Medical Research Development Office

Internal Deadlines...



- Most competitions: 5 business days in advance of the agency deadline
- Major Fall competitions: 14 calendar days before the agency deadline
(e.g. CIHR Open Operating Grants, NSERC Discovery Grants, SSHRC Insight Research Grants)

Reality Check...

- Applications will receive a full review if submitted on time.
- An Investigator Checklist is required before the application will be approved.
- DRS will authorize Financial Services to open an account and release funds upon receipt of the Notice of Award and all required documents.
- Funds are released within 3-4 weeks of formal NOA.

Final word...

Contact us early in the process!

QUESTIONS??

