

BC Children's Hospital Research Institute Services Document

These are the general services provided by the Research Institute. For further information, contact the relevant department directly. Contact information can be found at www.bcchr.ca.

Clinical Research Support Unit

"✓"- indicates a service which is free of charge

"\$"- indicates a fee for service

	Services for Investigators	Services for Affiliate Investigators	Services for Investigator Emeritus	Services for Research Community Members
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Biostatistical Support

Access to SPSS software on BCCHR server	✓		✓	
Consultations on study design, methodology, data analysis plans, and basic analysis from a biostatistician	✓		✓	
Advanced support including long-term collaboration and analysis from a biostatistician	\$	\$	\$	

CRSU Clinical Research Team

Consultations available to new staff/trainees in need of help navigating the research process, protocol development, filing REB submissions, etc.	✓		✓	✓
Trained research staff available to assist with part-time project support	\$		\$	
INSPIRE undergraduate student program provides research training opportunities to undergraduate students	✓		✓	

Clinical Research Support Unit (continued)

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Clinical Trials/Regulatory Support

Trained research staff to support monitoring activities or Health Canada submissions/study start-up	\$		\$	
Consultations with a Quality Assurance specialist (including trial obligations, requirements, audit preparation and support)	✓		✓	✓
Contracts Office (through UILO) provides review and negotiation of Confidential Disclosure Agreements (CDAs) and Industry-Sponsored Clinical Trial Agreements (CTAs)	\$		\$	
GCP Training Courses and SOPs: -Offered through Network of Networks (N2) membership -Additional workshops hosted on-site	✓		✓	✓

Data Management

Access to several data management software systems (REDCap, PowerBI, OpenSpecimen, Phenotips)	✓		✓	✓
Training and basic support for the Data Management software mentioned above	✓		✓	✓
Advanced support related to the Data Management software mentioned above	\$		\$	
Consultation and basic services related to data management, standardization, or harmonization	✓		✓	

Research Clinic Facilities – see “specialized facilities” below

Facilities

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Specialized Facilities

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Animal Care Facility	\$		\$	
Child-Biobehavioral Testing Unit Room #E600G-M, E602	\$	\$	\$	
Clinical Research Evaluation Unit (CREU) available for minimally invasive studies; provides 8 exam rooms, wet and dry storage rooms and a staff study coordination room	✓		✓	
BC Children's Hospital Research Imaging Facility (BCCHRIF Entrance #99)	\$	\$	\$	
Observation Unit Room # 2B71, 2B72, 2B76	\$	\$	\$	

Environmental Stewardship

	Services for Investigators	Services for Affiliate Investigators	Services for Investigator Emeritus	Services for Research Community Members
Large equipment disposal	\$		\$	
Small equipment disposal	✓		✓	
Biological (human/animal, bio-hazardous dishes, cultures, gloves, plasticware) waste transfer, disposal, regulation compliance charges	✓		✓	
Cytotoxic waste transfer (Ethidium Bromide, plasticware used with phenol, scintillation fluid), disposal, regulation compliance charges	✓		✓	
Chemical waste transfer, disposal/recycle, regulation compliance charges	✓		✓	
Volatile chemical (Picric Acid) transfer, disposal, regulation compliance charges	\$		\$	

Facilities (continued)

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Laboratory Consumables

Lab gases	\$		\$	
Anhydrous and 95% ethyl alcohol	\$		\$	

Laboratory Equipment Management

Maintenance/service contracts/supplies for core equipment (ex. water systems, Kodak processors)	\$*		\$*	
Core equipment certification (ex. biosafety cabinets, fume hoods, autoclaves)	\$*		\$*	
Ultralow freezer monitoring	\$		\$	

Space Set-Up and Renovation

Initial office setup	✓		✓	
Ongoing phone costs (including long distance)	\$		\$	
Renovation and fit-outs of wet labs and offices in research space	\$*		\$*	
Preparation and installation of specialized research equipment	\$*		\$*	

Room Booking and Event Services

<u>Room Booking:</u> Chan Centre for Family Health Education and Chieng Family Atrium	✓	✓ for PHSA & UBC Faculty	✓	✓ for PHSA & UBC Faculty
<u>Room Booking:</u> After-hours security and housekeeping	\$	\$	\$	\$

* Case by case basis – based on discussion of specific needs

Research IM.IT

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Consultation and procurement support for IT hardware and software	✓	Case-by-case basis	✓	Case-by-case basis
End user technical support for IT hardware and software	✓		✓	
Data storage services for research activity	✓		✓	
Access to and support of research IT network and application	✓		✓	
IT sign-off for data request and secure data destruction services	✓		✓	
Support for commodity IT services	✓		✓	
Consultation for research activity on the hospital (PHSA) system	✓		✓	
Design and implementation of custom and secure networks for research teams	\$		\$	
Virtual server hosting	\$		\$	
Custom application and database hosting	\$		\$	
IT solution design for new research projects and grants	\$		\$	
Pre- and post-award/grant consultation	✓		✓	

Research and Technology Development Office

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RTDO services are free/included in the institutional agreement EXCEPT in cases in which the PI/team has received additional funds specifically to support proposal development or meetings; in that case, the RTDO recovers costs associated with our specific activities.

For **Affiliate Investigators**, RTDO services are available on a case-by-case basis, primarily when the activity is based at BCCHR / C&W. Please contact the RTDO for more information.

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Strategic Research Planning

	Services for Investigators	Services for Affiliate Investigators	Services for Investigator Emeritus	Services for Research Community Members
Individuals	✓	Case-by-case basis	✓	✓
Themes	✓			
Groups	✓			✓
Institute	✓			
Meeting/workshop planning and facilitation	✓		✓	✓
Strategic research development	✓		✓	✓
Strategic planning facilitation	✓		✓	✓
Background research and alignments	✓		✓	
Partnership development	✓		✓	

Research & Proposal Development

	Services for Investigators	Services for Affiliate Investigators	Services for Investigator Emeritus	Services for Research Community Members
Research program / project planning	✓	Case-by-case basis	✓	Case-by case basis
Proposal development	✓		✓	
Budget development and justification	✓		✓	
CV review, advice, revision	✓		✓	
Peer / scientific review	✓		✓	
Critical review / alignment to RFA / priorities	✓		✓	
Copy editing / formatting / proofreading	✓		✓	
Background research and alignments	✓		✓	
Graphics and other supporting materials	✓		✓	
Logistics for teams / group proposals	✓		✓	
Trainees: scholarships / fellowships / other	✓		✓	
RFAs / guidelines	✓		✓	
Funding opportunities	✓		✓	
Liaison with UBC, funders, other institutions	✓		✓	

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Major Projects (CFI/BCKDF, Chairs, NCE, etc.)

Interpretation of RFA/review criteria, etc.	✓	Case-by-case basis	✓	
Background research	✓		✓	
Meetings and strategic research planning	✓		✓	
Logistics support and coordination	✓		✓	
Proposal, budget, CVs, etc., development	✓		✓	
Graphics and other materials	✓		✓	
All levels of peer / scientific / critical review	✓		✓	
All levels of copyediting/proofreading	✓		✓	
Liaison (UBC, funders, other institutions)	✓		✓	

Philanthropic Funding and Cases

Identify philanthropic funding opportunities	✓	Case-by-case basis	✓	
Identify appropriate projects / activities	✓		✓	
CHIPS proposals	✓		✓	
Case statements	✓		✓	
Other materials	✓		✓	

Awards and Nominations

Identify opportunities	✓	Case-by-case basis	✓	✓
Develop nominations	✓		✓	✓
Coordinate documents	✓		✓	✓

Technology Development

Consultation / advising about IP	✓	Case-by-case basis	✓	
Related funding applications	✓		✓	
Liaison with UBC UILO	✓		✓	

Research and Technology Development Office (continued)

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Education / Training

<p>Workshops Various topics, such as:</p> <ul style="list-style-type: none"> - Proposal development - Grants crafting - Research teams - CV development - Complex ideas / simple phrases - Abstracts - Visual thinking - Knowledge translation - Presentations and posters - Scholarships and fellowships - Finding funding - Specific funders and opportunities - Career development - Time management 	✓	<i>Case-by-case basis</i>	✓	✓
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Research Communications

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<u>News Releases:</u> Creating releases on a case-by-case basis for high-impact publications, significant milestones and major awards (with UBC, PHSA and other partners)	<i>Case-by-case basis</i>		<i>Case-by-case basis</i>	<i>Case-by-case basis</i>
<u>Media relations:</u> Pitching stories and interview opportunities and responding to media requests (with UBC, PHSA and other partners)	✓		✓	✓
<u>Research Stories and Q&As:</u> Creating original content to promote our researchers and highlight the impact of their work	<i>Case-by-case basis</i>		<i>Case-by-case basis</i>	<i>Case-by-case basis</i>
<u>Newsletters and announcements:</u> Promoting BCCHR news, events, research, awards, publications and more <i>Are you receiving newsletters and emails from BCCHR? Go to directory.bcchr.ca, click “update my profile” and select “yes” under “Communications Consent.” Click “Submit Request” to save your selection</i>	✓	✓	✓	✓
<u>Website services:</u> Creating websites to: promote your lab, project or team; recruit study participants; inspire new collaborations; recruit trainees; and more. Includes complimentary website development and hosting; training to self-manage your content; templates; and ongoing security and other required upgrades (with Research IT)	✓		✓	✓
<u>ResearchHub (Intranet):</u> Promoting BCCHR news, events, research, awards, publications and more	✓		✓	✓

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<p><u>Investigator profiles on website:</u> Self-manage your external website profile at directory.bcchr.ca. Select “update my profile”</p>	✓	✓	✓	
<p><u>Social media (Twitter, Facebook, LinkedIn and Instagram):</u> Profiling the accomplishments of our researchers and the impact of their work</p>	✓		✓	✓
<p><u>Templates:</u> Business cards, letterhead, presentations, posters and flyers</p>	✓	✓	✓	✓
<p><u>Branding:</u> Guidance with logo use, naming standards and more</p>	✓	✓	✓	✓
<p><u>Referrals:</u> To freelance photographers, videographers, and graphic designers available for hire for investigator projects</p>	✓	✓	✓	✓

Research Services

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Research Management

<u>Institutional Awards:</u>	✓			
- Investigator Grant Award Program	✓			
- BCCHR External Salary Recognition Award	✓			
- Bridging Awards	✓			
- Capital Equipment Awards	✓			
- Establishment Awards				
BCCHR membership	✓	✓	✓	✓

Grant Administration

Grant application processing (pre-award, including signature processing)	✓		✓	
Transfer of grants to and from other institutions	✓		✓	
PG set up	✓		✓	
Consultation on UBC grant administration	✓		✓	

Research Education

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	Services for Investigators	Services for Affiliate Investigators	Services for Investigator Emeritus	Services for Research Community Members
Education & Training Opportunities <ul style="list-style-type: none"> Professional development workshops, seminars and events based on the needs of the research community 	✓	✓	✓	✓
Investigator Awards <ul style="list-style-type: none"> Geoffrey L. Hammond Lectureship Sponsorship Requests 	✓	✓	✓	
<p><i>Services below are available to students & trainees who are primarily supervised by BCCHR investigators and actively engaged in research on the BC Children's Hospital and BC Women's Hospital + Health Centre campus</i></p>				
Funding & Awards <ul style="list-style-type: none"> Summer Studentships Graduate Studentships and Fellowships Clinical and Translational Research Seed Grants Travel Grants Sponsorship Requests Outstanding Achievement Awards 	✓			
Partner Funding & Award <ul style="list-style-type: none"> Canadian Child Health Clinician Scientist Program – Postdoctoral Award BCCHR/Michael Smith Foundation for Health Research Postdoctoral Fellowship 	✓			
Education & Training Opportunities <ul style="list-style-type: none"> Training resources and professional development opportunities aimed at building research skills, analytical capacity and enhancing career development. <i>This includes orientations, workshops, seminars, networking opportunities and special events held throughout the year</i> Summer Student Research Program 	✓	✓	✓	

Research Investigators are **EXPECTED** to participate in a selection of the following Research Education Office programs including:

- Public outreach activities: <http://bcchr.ca/news>
- Internal committees and review funding applications
- Summer Student Research Program: <http://bcchr.ca/ssrp>

Research Education on the Research Hub: <https://hub.bcchr.ca/display/resedu/Research+Education>

Finance

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Provision of PHSA consultant contracts coordination with PHSA HR & Purchasing	✓		✓	✓
Assistance with on-site CFI research projects financial coordination & budget finalization	✓		✓	✓