

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 or on the [ResearchHub](#).

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Research & Technology Development Office (RTDO)

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.

| Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
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Strategic Research Planning

| | | | | |
|--|-----|--------------|-----|-----|
| Individuals | yes | case-by-case | yes | yes |
| Themes | yes | case-by-case | no | no |
| Groups | yes | case-by-case | no | yes |
| Institute | yes | case-by-case | no | no |
| Meeting/workshop planning and facilitation | yes | case-by-case | yes | yes |
| Strategic research development | yes | case-by-case | yes | yes |
| Strategic planning facilitation | yes | case-by-case | yes | yes |
| Background research and alignments | yes | case-by-case | yes | no |
| Partnership development | yes | case-by-case | yes | no |

Research & Proposal Development

| | | | | |
|--|-----|--------------|-----|----|
| Individuals and teams: Research program/project planning and advice, proposal development; budget development and justification; CV review, advice and 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; RFAs/guidelines; and liaison with UBC funders and other institutions | yes | case-by-case | yes | no |
| Scholarships/fellowships: Review and advice | yes | case-by-case | yes | no |

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

| | | | | |
|--|-----|--------------|-----|----|
| CFI project facilitation; interpretation of RFA/review criteria; meetings and strategic research planning; logistics and coordination; development of proposal, budget, CVs, etc.; graphics and other materials; background research; all levels of peer/scientific/critical review; copyediting/ proofreading; and liaison with UBC, funders and other institutions | yes | case-by-case | yes | no |
|--|-----|--------------|-----|----|

Research & Technology Development Office (RTDO) (continued)

| Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
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Philanthropic Funding and Cases

| | | | | |
|---|-----|--------------|-----|----|
| BCCHF funding programs (CHIPs and others), case statements, and other materials | yes | case-by-case | yes | no |
|---|-----|--------------|-----|----|

Awards and Nominations

| | | | | |
|---|--------------|----|--------------|----|
| Support development of nominations for major awards (e.g., Order of Canada, Royal Society of Canada) in collaboration with BCCHR Awards & Recognition Committee | case-by-case | no | case-by-case | no |
|---|--------------|----|--------------|----|

Technology Development

| | | | | |
|---|-----|--------------|-----|----|
| Consultation/advising about IP, related funding applications, and liaising with UBC Innovation (formerly known as UILO) | yes | case-by-case | yes | no |
|---|-----|--------------|-----|----|

Education/Training

| | | | | |
|---|-----|--------------|-----|-----|
| Workshops on various topics such as: Proposal development, grantscrafting, 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 | yes | case-by-case | yes | yes |
|---|-----|--------------|-----|-----|

Clinical Research Support Unit (CRSU)

§ - 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

| | | | | |
|--|-----|-----|-----|--------------|
| Consultations on study design, methodology, budget, or data analysis plan from a biostatistician | yes | § | yes | case-by-case |
| Support for study design, methodology, and analysis plans for grant submissions | yes | § | yes | case-by-case |
| Data analysis by a biostatistician | § | § | § | case-by-case |
| Long-term collaboration (integration of biostatistician into research team/program) | § | § | § | case-by-case |
| Educational workshops | yes | yes | yes | yes |
| Consultations and resources for statistical software | yes | § | yes | case-by-case |
| Access to SPSS software on BCCHR server | yes | no | yes | no |

CRSU Clinical Research Team

| | | | | |
|--|-----|--------------|-----|-----|
| Consultations in navigating the research process, budget development for new studies, Health Canada and Research Ethics requirements, etc. | yes | no | yes | yes |
| Consultations with a Qualitative Research Specialist on study design, methodology, budget, and data analysis plans | yes | no | yes | yes |
| Trained research staff available to assist with part-time project support | § | § | § | § |
| INSPIRE undergraduate student program provides research training opportunities to undergraduate students | yes | case-by-case | yes | yes |

Clinical Trials / Regulatory Support

| | | | | |
|--|-----|--------------|-----|--------------|
| Trained clinical trial staff to support Health Canada submissions/study start-up and/or monitoring activities | § | case-by-case | § | case-by-case |
| Consultations in budget review and support for negotiation on Industry-sponsored clinical trials (with BCCHR Finance) | yes | case-by-case | yes | yes |
| Consultations in budget review and feasibility for Investigator-initiated clinical trials | yes | no | yes | no |
| Consultations with a Quality Assurance specialist (including trial obligations, requirements, audit preparation and support) | yes | no | yes | yes |
| GCP Training Courses and SOPs: -Offered through Network of Networks (N2) membership -Additional workshops hosted on-site | yes | no | yes | yes |

Core Facilities

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|----------------------------|--------------------------------------|------------------------------------|---|
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Flow Cytometry

| | | | | |
|--|-----|-----|-----|-----|
| Comprehensive training combining flow cytometry theory and hands-on instrument use | § | § | § | § |
| Instrumentation access (booking and usage of flow cytometers and software) | § | § | § | § |
| Assisted cell sorting by experience operators | § | § | § | § |
| Basic support & consultation (sample prep, panel design, fluorochrome selection, controls, compensation strategies, data analysis) | yes | yes | yes | yes |
| Advanced support & consultation (extended/specialized support) | § | § | § | § |

Imaging

| | | | | |
|---|-----|-----|-----|-----|
| Comprehensive training combining microscopy principles, imaging techniques, and hands-on instrument use | § | § | § | § |
| Instrumentation access (booking and usage of microscopes and software) | § | § | § | § |
| Basic support & consultation (sample prep, imaging modality selection, acquisition settings, image processing, quantification, data analysis/visualization) | yes | yes | yes | yes |
| Advanced support & consultation (extended/specialized support) | § | § | § | § |

Histology

| | | | | |
|--|-----|-----|-----|-----|
| Full- or partial-histological services (tissue processing, embedding, sectioning, staining) | § | § | § | § |
| Hands-on training for independent use of select histology instruments | § | § | § | § |
| Instrumentation access (booking and usage of select histology instruments) | § | § | § | § |
| Basic support & consultation (sample preparation, staining selection, protocol optimization) | yes | yes | yes | yes |
| Advanced support & consultation (extended/specialized support) | § | § | § | § |

Core Facilities (continued)

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Analytical Core for Metabolomics and Nutrition (ACMaN)

| | | | | |
|---|-----|-----|-----|-----|
| Quantitative analysis of targeted compounds (sample prep/acquisition, data processing/analysis) | § | § | § | § |
| Method development | § | § | § | § |
| Hands-on training for independent use of non-mass spec instruments | § | § | § | § |
| Instrumentation access (booking and usage of ACPaM non-mass spec instruments) | § | § | § | § |
| Basic support & consultation (sample preparation, experimental design, data interpretation) | yes | yes | yes | yes |
| Advanced support & consultation (extended/specialized support) | § | § | § | § |

Biobank

| | | | | |
|--|---|---|---|---|
| Protocol review/study set-up | § | § | § | § |
| Biospecimen processing (aliquoting, de-identification, labelling, documentation, annotation) | § | § | § | § |
| Sample Storage, and Sample/data retrieval and shipping services | § | § | § | § |
| Technical services (nucleic acid extraction, tissue microarray, slide scanning) | § | § | § | § |

Inclusion, Diversity, Equity, Allyship, & Anti-Oppression (IDEAA) Office

| | Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
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Services

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|---|-----|--------------|--------------|--------------|
| Workshops on topics such as: anti-racism; gender & sexuality; inclusive language; unconscious bias; inclusive leadership; IDEAA consideration in foundational science; and how to craft your EDI statement in grants | yes | yes | yes | yes |
| Resources and best practices: shared on the ResearchHub to support the BCCHR community with anti-oppression and decolonization | yes | yes | yes | yes |
| IDEAA consultations hours: offer guidance for researchers on integrating diversity, equity, and inclusion into health research. Sessions can support inclusive study design, equitable recruitment, culturally responsive methods, and addressing DEI-related challenges to advance ethical, high-quality, and health equity-focused research | yes | case-by-case | case-by-case | case-by-case |

Funding Opportunities

| | | | | |
|---|-----|----|----|--------------|
| BCCHR Inclusion, Diversity, Equity, Allyship, & Anti-Oppression Sponsorship: supports provision of education, training, and/or hosting IDEAA-related events | yes | no | no | no |
| BCCHR Equity in Healthcare Certificate Scholarship: subsidizes the cost of completing Simon Fraser University's Equity in Healthcare Certificate | yes | no | no | case-by-case |

Mentorship

| | | | | |
|---|-----|--------------|--------------|--------------|
| Mentorship events centered around a variety of topics and include workshops, Early Career Mentorship (ECM) Programming, informal Mentoring for Leadership Cafes and an annual Speed Mentoring Event | yes | case-by-case | case-by-case | case-by-case |
| Mentorship resources to assist community members in their mentorship journey (including the BCCHR Mentorship Toolkit) | yes | yes | yes | yes |
| Mentorship Connect Platform connects members seeking mentorship (mentees) and members who wish to provide mentorship | yes | yes | yes | yes |
| Peer-Mentorship Excellence Awards | yes | no | no | case-by-case |

Research Project Management Unit (RPMU)

\$ - indicates a fee for service

Note: Services depend on RPMU capacity and project alignment with BCCHR priorities. To inquire about support, submit a request via the [BCCHR Support Portal](#).

| Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
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Project Planning and Wayfinding

| | | | | |
|---|-----|--------------|-----|--------------|
| Consultations on project planning | yes | yes | yes | yes |
| Templates and resource referrals | yes | yes | yes | yes |
| Initial consultation on project management budgets for grants/proposals | yes | case-by-case | yes | case-by-case |
| Project charter and workplan development | \$ | case-by-case | \$ | no |

Post-Award Project Management

| | | | | |
|--|----|--------------|----|--------------|
| Development of project management plans (scope, schedule, risk, etc.) | \$ | case-by-case | \$ | case-by-case |
| Coordination of project kick-off activities | \$ | case-by-case | \$ | case-by-case |
| Project tracking (tasks, milestones, etc.) | \$ | case-by-case | \$ | case-by-case |
| Multi-site project coordination | \$ | case-by-case | \$ | case-by-case |
| Facilitate project communications (internal and external) | \$ | case-by-case | \$ | case-by-case |
| Process mapping and workflow optimization | \$ | case-by-case | \$ | case-by-case |
| Budget and financial monitoring assistance | \$ | case-by-case | \$ | case-by-case |
| Reporting support (internal and external) | \$ | case-by-case | \$ | case-by-case |
| Project closure activities (e.g., lessons learned, final report support) | \$ | case-by-case | \$ | case-by-case |

Research Education

| | Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
|---|----------------------------|--------------------------------------|------------------------------------|---|
| Education and Training Opportunities | yes | no | no | no |
| Summer Student Research Program | yes | no | no | no |
| Taking part in outreach programs | yes | yes | yes | yes |
| Funding and Awards | | | | |
| Trainee funding opportunities, summer studentships, graduate studentships, and more | yes ^a | no | no | no |
| Geoffrey L. Hammond Lectureship | yes | no | no | no |
| Sponsorships | yes | no | no | no |

^a This listed funding is available to trainees/students who are (a) supervised by BCCHR Investigators and (b) have a research project that has a direct relevance to improving the health of children (individuals 0–18 years of age) and their families.

Health Economist

\$ - indicates a fee for service

\$* - indicates a fee for service; availability is on a case-by-case basis—based on discussion of specific needs

| | | | | |
|---|-----|-----|-----|----|
| Consultations/workshops/presentations on health economics methodology, data analysis, reporting of health economics studies | yes | \$* | yes | no |
| Consultations related to integrating health economics into ongoing or future research grants | yes | \$* | yes | no |
| Short-term health economic analysis (e.g., support developing business cases) | \$ | \$ | \$ | no |
| Advanced support including long-term collaboration and analysis from a health economist | \$ | \$ | \$ | no |

Research Services

Research Management

| | | | | |
|--|-----|-----|-----|-----|
| Institutional Awards including opportunities for salary, bridging, capital equipment, and establishment awards | yes | no | no | no |
| BCCHR membership | yes | yes | yes | yes |
| ORCID support | yes | no | no | no |

Grant Administration

| | | | | |
|--|-----|----|-----|----|
| Grant application processing (pre-award, including signature processing) | yes | no | yes | no |
|--|-----|----|-----|----|

Research Communications

| | Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
|---|----------------------------|--------------------------------------|------------------------------------|---|
| Creating news releases for high-impact publications, significant milestones, and major awards (with UBC, PHSA, and other partners) | case-by-case | case-by-case | case-by-case | case-by-case |
| Media relations: pitching stories and interview opportunities and responding to media requests (with UBC, PHSA, and other partners) | case-by-case | case-by-case | case-by-case | case-by-case |
| Research Stories and Q&As: creating original content to promote our researchers and highlight the impact of their work | case-by-case | case-by-case | case-by-case | case-by-case |
| Newsletters and announcements promoting BCCHR news, events, research, awards, publications, and more | yes | yes | yes | yes |
| Creating microsites to promote your lab, project, or team; recruit study participants; inspire new collaborations; recruit trainees; and more. Includes complimentary microsite development and ongoing content updates. Limited to one microsite per lab/ team. <i>Note: this program is paused; however, urgent requests may be considered</i> | yes | no | yes | case-by-case |
| ResearchHub (Intranet) promoting BCCHR news, events, research, awards, publications, and more | yes | yes | yes | yes |
| Investigator profiles on website | yes | yes | yes | no |
| Social media (Facebook, LinkedIn, and Instagram) profiling the accomplishments of our researchers and the impact of their work | yes | case-by-case | yes | case-by-case |
| Templates for business cards, letterhead, presentations, posters, and flyers | yes | yes | yes | yes |
| Branding guidance with logo use, naming standards, and more | yes | yes | yes | yes |
| Referrals to freelance photographers, videographers, and graphic designers available for hire for investigator projects | yes | yes | yes | yes |
| Guidance on communications strategy | case-by-case | no | case-by-case | case-by-case |

Finance

§ - indicates a fee for service

Note: The following services are available for PHSA Fund 06 and 07, and UBC (if funding is under BCCHR).

| Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
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Operational Finance

| | | | | |
|---|--------------|----|--------------|----|
| Act as primary finance contact with PHSA and UBC | yes | no | yes | no |
| Detailed financial management - budgeting and forecasting, reconciliations, journal entries (including for transferring funds between accounts and institutions), and reporting | § | no | § | no |
| Best financial practices - set-up and implement best practices for research projects, grants, departments, and labs | § | no | § | no |
| Ad-hoc miscellaneous/one-off finance requests | case-by-case | no | case-by-case | no |

Awards Management

| | | | | |
|---|-----|----|-----|----|
| Oversee the award management – issuance and distribution of the Authorizations for Payment of an Award (APA), budgeting, payments, and administration | yes | no | yes | no |
|---|-----|----|-----|----|

Research Projects, Contracts, and Clinical Trials

| | | | | |
|--|-----|----|-----|----|
| Provides review of Industry-Sponsored Clinical Trial Agreements (CTAs) and Confidential Disclosure Agreements (CDAs) (through PHSA Technology Development Office) and negotiates the CTA budget with the sponsor | yes | no | no | no |
| Provides review of all other types of UBC-research related contracts, including Investigator initiated CTAs (through Innovation UBC) | yes | no | no | no |
| Project set-up and closure - initiate, facilitate and coordinate | yes | no | yes | no |
| Funders/Sponsors compliance and reporting | yes | no | yes | no |
| Industry sponsored clinical trials, and unpaid clinical trials - draft internal budgets | § | no | § | no |
| Research projects - reconciliations, sponsor invoicing and payments follow-ups, and updating the studies' financial information in CTMS | § | no | § | no |

Finance (continued)

\$ - indicates a fee for service

Note: The following services are available for PHSA Fund 06 and 07, and UBC (if funding is under BCCHR).

| Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
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Financial Tools

| | | | | |
|--|--------------|----|--------------|----|
| Finance systems governance - provide access, guidance and training to effectively and efficiently use the available financial tools (e.g., PHSA network, FIN, Workday). Participates in the configuration of new financial systems | yes | no | yes | no |
| Financial literacy - create financial ledgers and provide guidance on how to read and understand financial reports | case-by-case | no | case-by-case | no |
| Signing authority - manage set-up, modify, terminate and approve | yes | no | yes | no |

Accounts Payable

| | | | | |
|--|-----|----|-----|----|
| Procurement, consultant contracts, reimbursements and payments - provide high-level oversight by reviewing, coordinating implementation with HR, Purchasing, PHSA and UBC procurement, and disbursements to completion | yes | no | yes | no |
| PHSA Corporate cards - provide guidance on application, updates to existing cards, and review monthly reconciliations | yes | no | yes | no |
| Expense compliance oversight - provide guidance and understanding of PHSA and UBC expense policies | yes | no | yes | no |

Accounts Receivable

| | | | | |
|---|-----|----|-----|----|
| Billing and depositing funds - provide guidance, billing templates, and financial coding | yes | no | yes | no |
| Recovery and revenue invoices - create invoices (including supporting documents for auditing purposes) for research teams and departments outside of BCCHR core fee-for-service teams | \$ | no | \$ | no |
| Design cost-recovery and internal billing processes for shared services and cores | \$ | no | \$ | no |

IRIS – Research Information Management and Information Technology (Research IM.IT)

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| | Services for Investigators | Services for Affiliate Investigators | Services for Investigator Emeritus | Services for Research Community Members |
|--|----------------------------|--------------------------------------|------------------------------------|---|
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| | | | | |
|--|-----|--------------|-----|--------------|
| Consultation and procurement support for IT hardware and software | yes | case-by-case | yes | case-by-case |
| End user technical support for BCCHR managed IT hardware and software | yes | case-by-case | yes | case-by-case |
| Data storage services for research activity (up to 5TB per research lab) | yes | case-by-case | yes | case-by-case |
| Access to and support of research IT network and application | yes | case-by-case | yes | case-by-case |
| IT sign-off for data request and secure data destruction services | yes | no | yes | no |
| Support for commodity IT services | yes | no | yes | no |
| Consultation for research activity on the hospital (PHSA) system | yes | no | yes | no |
| Design and implementation of custom and secure networks for research teams | § | no | § | no |
| Virtual server hosting | § | no | § | no |
| Custom application and database hosting | § | no | § | no |
| IT solution design for new research projects and grants | § | no | § | no |
| Pre- and post-award/grant consultation | yes | no | yes | no |

IRIS – Data Management

§ - indicates a fee for service

| | | | | |
|--|-----|--------------|-----|--------------|
| Access to data management software systems (REDCap and PowerBI) | yes | case-by-case | yes | case-by-case |
| Consultations, resources, virtual workshops, and basic support for REDCap | yes | case-by-case | yes | case-by-case |
| Advanced support related to REDCap and Power BI (e.g., project design/builds, customization, project specific training, project documentation) | § | § | § | § |
| Access and support for OpenSpecimen | § | § | § | § |

Facilities

Ⓢ - 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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Specialized Facilities

| | | | | |
|--|-----|----|-----|----|
| Animal Care Facility | Ⓢ | no | Ⓢ | no |
| Child-Biobehavioral Testing Unit (Room #E600G-M, E602) | Ⓢ | Ⓢ | Ⓢ | no |
| 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 | yes | no | yes | no |
| BC Children's Hospital Research Imaging Facility (BCCHRIF Entrance #99) | Ⓢ | Ⓢ | Ⓢ | no |

Environmental Stewardship

| | | | | |
|---|-----|----|-----|----|
| Large equipment disposal | Ⓢ | no | Ⓢ | no |
| Small equipment disposal | yes | no | yes | no |
| Biological (human/animal, bio-hazardous dishes, cultures, gloves, plasticware) waste transfer, disposal, regulation compliance charges | yes | no | yes | no |
| Cytotoxic waste transfer (Ethidium Bromide, plasticware used with phenol, scintillation fluid), disposal, regulation compliance charges | yes | no | yes | no |
| Chemical waste transfer, disposal/recycle, regulation compliance charges | yes | no | yes | no |
| Volatile chemical (Picric Acid) transfer, disposal, regulation compliance charges | Ⓢ | no | Ⓢ | no |
| Unidentified chemical or biological waste | Ⓢ | no | Ⓢ | no |
| Chemicals not properly disposed of by responsible Investigator during wet lab decommissioning | Ⓢ | no | Ⓢ | no |
| Biohazard bins | Ⓢ | no | Ⓢ | no |

Laboratory Consumables

| | | | | |
|--|-----|----|-----|----|
| Piped-in gases provided by BCCHR | yes | no | yes | no |
| Other lab gases, i.e., not piped-in (special mixes, N ₂ , He) | Ⓢ | no | Ⓢ | no |
| Liquid nitrogen (LN ₂) | Ⓢ | no | Ⓢ | no |
| Anhydrous (100%) and ethyl alcohol (95%, 70%) | Ⓢ | no | Ⓢ | no |
| Dry ice | Ⓢ | no | Ⓢ | no |

Facilities (continued)

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Laboratory Equipment Management

| | | | | |
|--|-----|----|-----|----|
| BCCHR shared and core equipment - maintenance/service contracts/supplies (e.g., water systems, Kodak processors) | yes | no | yes | no |
| Lab equipment - maintenance/service contracts/supplies | \$ | no | \$ | no |
| Certification for biosafety cabinets, fume hoods, autoclaves | yes | no | yes | no |
| Ultralow freezer monitoring | \$ | no | \$ | no |

Space Set-Up and Renovation

| | | | | |
|--|-----|----|-----|----|
| Initial office or lab set-up | yes | no | yes | no |
| Additional phone numbers, long distance | \$ | no | \$ | no |
| Renovation and fit-outs of wet labs and offices in research space | \$* | no | \$* | no |
| Preparation and installation of research equipment in shared space | yes | no | yes | no |
| Preparation and installation of specialized research equipment | \$* | no | \$* | no |

Room Booking and Event Services

| | | | | |
|---|-----|---------------------------------|-----|---------------------------------|
| Chan Centre for Family Health Education (auditorium) and Chieng Family Atrium | yes | yes (for PHSA & UBC Faculty) | yes | yes (for PHSA & UBC Faculty) |
| Room 2108 | | | | |
| Room 3113 | | | | |
| Security and housekeeping for after-hours <i>and</i> weekends | \$ | \$ | \$ | \$ |

Furniture and Furnishings

| | | | | |
|--|-----|----|-----|----|
| Specialized furniture (e.g., height-adjustable desks, saddle chairs, filing cabinets) | \$ | no | \$ | no |
| Additional furniture to initial set-up (e.g., extra task chairs, meeting tables, meeting chairs) | \$ | no | \$ | no |
| Office furnishings (e.g., overhead cabinets, whiteboards, clocks) | \$ | no | \$ | no |
| Shared lunchroom/kitchenette spaces appliances (e.g., microwaves, toaster ovens, refrigerators) | yes | no | yes | no |