

## 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](http://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

<b>Individuals and teams:</b> 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
<b>Scholarships/fellowships:</b> 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
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**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
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**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
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**Technology Development**

Consultation/advising about IP, related funding applications, and liaising with UBC Innovation (formerly known as UILO)	yes	case-by-case	yes	no
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**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
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## Clinical Research Support Unit (CRSU)

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

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)

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

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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
<b>Funding and Awards</b>				
Trainee funding opportunities, summer studentships, graduate studentships, and more	yes <sup>a</sup>	no	no	no
Geoffrey L. Hammond Lectureship	yes	no	no	no
Sponsorships	yes	no	no	no

<sup>a</sup> 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

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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

Institutional Awards including opportunities for salary, bridging, capital equipment, and establishment awards	yes <sup>1</sup>	no	no	no
BCCHR membership	yes	yes	yes	yes
ORCID support	yes	no	no	no
Grant application processing (pre-award, including signature processing)	yes	no	yes	no

<sup>1</sup> Limited to Investigators situated at a university that holds an affiliation agreement with BCCHR

## 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

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

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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
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### 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)

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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

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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

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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 (Picrid 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 <sub>2</sub> , He)	§	no	§	no
Liquid nitrogen (LN <sub>2</sub> )	§	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	yes	yes
Room 2108	yes	yes	yes	yes
Room 3113	yes	no	yes	no
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