



Nova Scotia EMS Research Steering Committee

Inter-Agency Committee Chaired by the Division of EMS,
Dalhousie University, Department of Emergency Medicine

Standard Operating Procedure

SOP #: 6	Title: Research Funding and Grants	
Approval Date: 2013 05 23	Review Date: 2017 12 04	Revision Date: 2015 12 04
Signature of SOP Sub-committee Chair:		
		

DEFINITIONS

1. **DIRECT COSTS:** Costs directly associated with a research project (e.g., salaries, tests, procedures, consumables, equipment).
2. **OVERHEAD COSTS:** Expenditures incurred by the institution where the research is conducted (and account is held) which are not readily identifiable as direct expenses of a particular study.
3. **FUNDING AGENCY:** an agency that provides financial support for a research study; the may include; but is not limited to, the study sponsor or a granting agency.
4. **SPONSOR:** an individual, company, institution or organization that initiates, manages, has regulatory responsibility for, if applicable, and may fund (in whole or in part) a research study.

PROCEDURE

1. Ideally, research grants should be reviewed by the EMS RSC prior to grant competition

These research SOPs are adopted with permission from the NSHA Research Manual.

Researchers are responsible to follow the policies and procedures of their research ethics board and research financial services departments.

The most recent version of these SOPs may be found at: <http://emergency.medicine.dal.ca/DivEMS.cfm>



submission. The purpose of this review is to identify support for the study.

2. Support for grant submissions does not equate to support for studies to proceed. A separate review by RSC is required prior to research ethics board submission.
3. Research grants cannot be held in a private, business or government bank account. They must be deposited into a research account at a university or health authority. For most NS EMS research studies, this will be Dalhousie University or NSHA.
4. The principal investigator (or supervising investigator), and ultimately his or her department or division head at the university or health authority are responsible for research accounts.
5. In general, research accounts should not be permitted to run a deficit. Policies at the institution holding the account should be consulted.
6. Institutions holding research accounts may charge for overhead costs, which should be budgeted into research grant application budgets. Policies at the institution holding the account should be consulted.
7. The PI must understand the regulations for the grant, including what are acceptable expenditures.
8. Responsible investigators are to consult the procedures of the institution in which their research grant will be deposited.

ABBREVIATIONS

1. NSHA: Nova Scotia Health Authority
2. PI: Principal Investigator
3. RSC: Research Steering Committee

RELATED SOPs

1. SOP 2. EMS Research Study Review Process
2. SOP 7. Responsibilities of the Principal Investigator

RELATED DOCUMENTS

1. NSHA RS 01-006. Overhead Costs for Research
2. NSHA RS 01-009 General Research Accounts
3. NSHA RS 01-008 Research Account Deficits

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REFERENCES

1. NSHA Research Manual, Policy and Procedure RS 01-006. Overhead Costs for Research. October 2011.
http://policy.nshealth.ca/Site_Published/DHA9/document_render.aspx?documentRender.IdType=6&documentRender.GenericField=&documentRender.Id=42995
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3. NSHA Research Manual, Policy and Procedure RS 01-009. General Research Accounts. June 2011.
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