

NMP Office of Research Services

Provided by the Research Services Administrator (1.0 FTE):

Pre-grant submission support:

Timeline: notify Research Administrator of application 2 months prior to LOI and/or internal application deadline

- Identify submission deadlines for LOI and application and confirm appropriate documentation required,
- Obtain research team signatures,
- Completion of the UNBC Research Grant and Contract form,
- Assist with uploading application information into ResearchNet, Research Portal, funding agency online application platforms,
- Ensure application package is complete before submission to UNBC Office of Research or appropriate body and copy of complete application is retained in the NMPORS.

Ethics application support:

Timeline: notify Research Administrator of application 1.5 months prior to REB/RRC deadlines

- Assist in identifying appropriate ethics boards that must be applied to (including application deadlines for each board and actual meeting dates),
- Obtain application form(s) and assist with completion,
- Confirm appropriate documentation required for application submission,
- Ensure application package is complete before submission to appropriate board and copy of complete application is retained in NMPORS.

Reminders:

- **UBC faculty members:** must have ethics approval from UBC and UNBC (as well as NH if project involves NH resources)
- If your project involves a community partner you must have support letter to submit with all applications
- UNBC fund will not be set up until you have full approval from UNBC REB

Post-grant award support:

- Ensure award notification/acceptance letter is signed and forwarded to UNBC Office of Research,
- Coordinate hiring of research personnel needed for the project,
Timeline: 4-6 weeks prior to intended start date
- Work with NMP Communications Officer to ensure appropriate announcements, updates and communications materials (website, newsletters) are current,
Timeline: 1 month prior to expected release date
- Assist with extension requests and reporting to funding agencies.

Other:

- Create and assist with building efficient processes and policies.
- Assist with data entry for CCV's – this only includes transcribing very basic details such as dates and titles from a faculty members CV to the CCV platform.
Timeline: advise Research Administrator that you require this service at the same time you advise of pending application: 2 months prior to LOI and/or application internal deadline
- **UBC Student Summer Research Program applications**
Timeline: 5 business days prior to UBC SSRP deadline (Research services staff will only be responsible for ensuring appropriate forms are completed and appropriate signatures are acquired. Faculty is responsible for identifying student, and working with student regarding details of the project and the content of application)
- Contracts for Services (Research and General):
Timeline: 4-6 weeks prior to contractor start date; approvals for contract requests must be approved by the faculty member via the web requisitioning system

Provided by the Research Administrative Assistant (1.0 FTE):

- Track and monitor program budget(s) and produce reports, may provide input during budget cycles
- Provide administrative support to faculty; may include calendar coordination (for purposes of supporting research)
- MasterCard reconciliation
Reminder: original receipts must be submitted to Lisa immediately after purchasing goods, or immediately after you return from your travel
- Provide quarterly updates of all research funds, research personnel and ethics approval expiring,
will be automatically issued as per the following, pending implementation of database
December (Q1: January-March)
March (Q2: April-June)
June (Q3: July-September)
September (Q4: October-December)
- Coordinate research meetings and events. Room bookings, order catering, and prepare agenda: May include attending meetings to provide input and/or minute taking and record keeping
**Timelines: On-site meetings: 7 business days prior to meeting date* to secure location within UBC room booking requirements (6 days' notice) and UNBC catering request requirements (minimum 4 days notice, if you order after that time period you will not be able to order online and will be charged an additional 20% late fee);*
**Timelines: Off-site meetings or meetings outside of Prince George area: minimum 4 weeks prior to meeting date* to secure venue and ensure contract is drafted with UNBC Purchasing (required for payment for off-site venues; *payment for venue and catering will not be processed without a UNBC contract in place*)*
- Travel arrangements and assist with travel claims for faculty, research staff, and/or students
Timelines: at the very least 10 business days before travel. Travel must comply with new NMP Travel Policy and Procedures

[Please visit our 'help items' page for more information regarding research activities at UNBC](#)

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