

CFRI List of Core & Fee for Services

	Core services for CFRI members ¹	Fee for service for CFRI members ²	Fee for service for non-CFRI members ³
Institutional Awards / Support			
Advanced Technology Platform Awards	√	n/a	n/a
Cluster operating support	√	n/a	n/a
Workshop/small conference support	√	n/a	n/a
Bridging Awards	√	n/a	n/a
Capital Equipment Awards	√	n/a	n/a
Establishment Awards	√	n/a	n/a
Investigator Salary Awards	√	n/a	n/a
Graduate Studentships	√	n/a	\$\$ ⁴
Postdoctoral Fellowships	√	n/a	\$\$ ⁴
Postdoctoral Recruitment Allowance	No longer offered		
Summer Studentships	√	\$\$	\$\$ ⁴
Trainee Methodology Grant	√	n/a	n/a
Trainee Travel Grant	√	n/a	n/a
Research Space			
Allocation of C&W research space per UBC policy	√	n/a	\$\$
Clinical Research Support			
Project development, study design, methodology, statistical analysis		\$\$	\$\$
Access to STATA & SPSS		\$\$	\$\$
Clinical Trials Facility– <i>to support studies requiring nursing care & monitoring of drug interventions</i>		\$\$	\$\$
Clinical Research & Evaluation Unit– <i>for minimally invasive studies/provides 8 exam rooms, wet & dry storage rooms & a staff study coordination room</i>		\$\$	\$\$
Database platform: Dacima Software Inc.		\$\$	\$\$
Database design/data analysis		\$\$	\$\$
SOP development/education/implementation–regulatory		\$\$	\$\$
Health Information Services		\$\$	\$\$
Pathology Coordinator		\$\$	\$\$
Perinatal Services		\$\$	\$\$
Pharmacy Coordinator		\$\$	\$\$
N2 SOP's, templates & training modules		\$\$	\$\$
Practicum students support to clinical researchers	√	n/a	\$\$

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Communications			
Internal Communications			
Internal communications strategy & counsel	√		n/a
CFRI online calendar	√		\$\$
Research Reporting e-newsletter	√		\$\$
Upcoming Events e-newsletter	√		\$\$
CFRI Town Hall	√		
Oak Street Campus Research Assembly	√		
CFRI Operations Forum	√		\$\$
Communication plan for CFRI new recruits	√		\$\$
CFRI awards & honours recognition plan	√		\$\$
External Communications			
External communications strategy & counsel	√		n/a
CFRI website: update PI profiles annually with photo	√		n/a
CFRI website: update cluster web pages annually	√		n/a
CFRI website: update research units/programs (within cluster) web pages annually	√		n/a
CFRI website: provide individual investigator &/or lab web pages	√		n/a
CFRI website: update corporate pages annually	√		n/a
CFRI branding: templates for business cards, cluster letterhead, brochures, flyers, newsletters	√		n/a
Marketing sheets (one-pagers) per CFRI cluster	√		n/a
CFRI Annual Report	√		n/a
Communication support for MiniMed	√		n/a
Communication support for Research Week	√		n/a
Media Relations			
Media relations, coaching & counsel	√		n/a
News releases, media pitches, responding to media calls	√		n/a
Media events	√	\$\$	n/a

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Contract Services			
Industry-sponsored clinical study agreement review		\$\$	\$\$
Industry-sponsored clinical study budget review		\$\$	\$\$
Industry-sponsored clinical study insurance review (in conjunction with HCPP)		\$\$	\$\$
Confidentiality agreement on industry-sponsored clinical studies	√		\$\$
Co-ordination with UILO on other types of research agreements	√		\$\$
Signature processing of C&W signature on all research agreements	√		\$\$
PHSA research project account set-up (incl. signing auth set-up)	√		\$\$
Other types of PHSA/C&W/CFRI agreements not relating to UBC		\$\$	not offered
Miscellaneous legal services		\$\$	not offered

Finance

Research Project Account Functions

RISe update of PHSA research project account revenue info	√		\$\$
Research overhead allocation to researchers' overhead/residual project account	√		\$\$
Research account signing authority amendments	√		\$\$
Processing of payments charged to PHSA research accounts	√		\$\$
PHSA ePro processing (create requisitions, online goods receipt)	no	\$\$	\$\$
Processing of invoices & revenue to PHSA research accounts	√		\$\$
Invoicing of recoveries, project revenue, endowment revenue	√		\$\$
Processing of payments & revenue to PHSA designated funds other than research	no	\$\$	\$\$
Payment, revenue & procedure inquiries to UBC research accounts	√		\$\$
PHSA research account reconciliations	√		\$\$
PHSA research account financial reporting	√		\$\$
UBC research account financial reporting	not offered	not offered	not offered
PHSA research account financial reports distribution	√		\$\$
On-site CFI research projects financial coordination & budget finalization	√		\$\$
Access management of financial report shared folder	√		\$\$
UBC research account set up	not offered	not offered	not offered
PHSA consultant contracts coordination with HR & Purchasing	√		\$\$

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Finance (Cont.)			
<i>Research Institute Functions</i>			
Research Institute infrastructure budget planning	√	n/a	\$\$
Research Institute infrastructure financial reporting	√	n/a	not offered
Research Institute department account set-up & amendment	√	n/a	not offered
Receipt & report of indirects	√	n/a	\$\$
Support to Research Institute Board Finance Committee	√	n/a	not offered
Research Institute PHSA SASS timesheet management	√	n/a	not offered
Core facilities financial projection & reporting		\$\$	not offered
Core facilities financial management (A/P, A/R, GL)		\$\$	not offered
Reconciliation between RISE & PHSA Psoft revenue information	√	n/a	not offered
Reconciliation with academic institutions on research awards & amendments (salary award, start up awards, etc.)	√	n/a	not offered

Human Resources

Research Institute Functions

Develop policies & procedures to address specific research HR issues	n/a		\$\$
HR contact for institutional admin staff	n/a		\$\$
Facilitate annual performance reviews for institutional admin staff	n/a		not offered
Coordinates time keeping for Institutional UBC staff	√		not offered
Co-ordinates with Payroll on institutional admin staff issues	n/a		not offered
Advise on personal & professional issues relating to individual performance	√		not offered
Consult & assist with departmental staff reorganizations	n/a		not offered
Maintain HR files for Institutional admin staff	n/a		not offered
Assist with research staff orientation	√		\$\$
Coordinate & monitor on-site work study student program for researchers & CFRI admin group	√		\$\$

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Human Resources (cont.)			
Research Group Functions			
HR Advisory services to researchers & research groups (interface with UBC HR & PHSA HR)	√		\$\$
Advise, assist & where applicable process research staff recruitments, retentions, disciplines & terminations	√		\$\$
Information conduit for UBC and C&W HR matters	√		\$\$
Facilitate research employee transfers among health authorities located at various locations	√		\$\$
Information Services / Technology			
Connectivity & support for UBC/CFRI Research Network	√	n/a	n/a
Research email services	√	n/a	n/a
Server space for hosting lab/departmental data	√	n/a	n/a
Support for core equipment (Microscopes, FACS)	√	n/a	\$\$
Support for hardware (computers, printers, etc)	√	n/a	\$\$
Support for software (OS, Applications, Web)	√	n/a	\$\$
Support for wireless services	√	n/a	\$\$
Support for research activity on the hospital (PHSA) system	limited	n/a	n/a
Website & domain hosting		\$\$	\$\$
Design & implementation of custom & secure networks for departments/groups		\$\$	\$\$
Virtual server hosting/renting		\$\$	\$\$
Custom application & database hosting		\$\$	\$\$
Server hosting in CFRI Data Centre		\$\$	\$\$
Custom solution design for new projects & grants		\$\$	\$\$
Custom VPN networks		\$\$	\$\$

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Operations			
Routine lab gases provided	√ ⁶	\$\$	\$\$
Maintenance & certification costs covered for core equipment – i.e., Biosafety, Autoclaves, RO & DI water, Developer	√		\$\$
Operation & maintenance of CFRI buildings	√		\$\$
Building security & access to CFRI buildings (incl. fire safety training, communication)	√		\$\$
Coordination on lab equipment technical requirement, institutional discounts, delivery & installation	√		\$\$
Construction, renovation, fit-outs of labs & offices within research space	√		\$\$
Coordination with hospital on research equipment in clinical space (e.g., 3T MRI)	√		\$\$
Biowaste disposal & regulation compliance	√		\$\$
Shipping & receiving for CFRI building occupants	√		\$\$
Safety (e.g., CL3) regulation compliance	√ ⁷	\$\$ ⁷	\$\$
Research lab relocation	√		\$\$
Provides consultation on research equipment to labs	√		\$\$
Coordination with C&W / PHSA on facilities & equip maintenance for site compliance	√		\$\$
Research space cleaning services coordination (Servantage & Crothall)	√		\$\$
Meeting room audio-visual equipment maintenance	√		\$\$

Research Education

Graduate Students/Postdoctoral Fellows

-Trainee registration/orientation	√	n/a	\$\$
-Research skills training	√	n/a	\$\$
-Career development training	√	n/a	\$\$
-FoM Postdoc Professional Development Series	√ ⁸	n/a	\$\$
-Judith Hall Trainees' Choice Distinguished Lecture in Medicine	√ ⁹	n/a	\$\$

Clinical Trainees

-CCHCSP Coordination	√	n/a	\$\$
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Clinical Research Coordinators

-CRC Lunch & Learn Program	√	n/a	\$\$
-CRPD Education Program		\$\$	\$\$

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Research Education (cont.)			
Summer Student Research Program			
-Seminar Series	√	n/a	\$\$
-Poster Day	√	n/a	\$\$
Public Outreach / Knowledge Translation			
-Mini Med School	√	n/a	\$\$
-Research Week	√	n/a	\$\$
-Student Research Forum	√	n/a	\$\$
Trainee Recognition			
-Outstanding Achievement Awards	√	n/a	\$\$
-Social activities	√ ¹⁰	n/a	\$\$
Communication			
-Training website	√	n/a	n/a
-Research Education bulletin	√	n/a	n/a
-Monthly Events email	√	n/a	n/a
Ethics & Institutional Reviews			
UBC C&W Research Ethics Board	√	n/a	n/a
C&W Institutional approval	√	n/a	na/
Research Services (Grant Administration)			
Grant application processing (pre-award, incl. signature processing)	√		\$\$
Transfer of grants from other institutions	√		\$\$
Follow up with ORS on PG set up	√		\$\$
Consultation on UBC grant administration	√		\$\$
Research Services (Research Management)			
Review Coordination			
-Institutional award programs (see full list above)	√	n/a	not offered
-Program / Cluster	√	n/a	not offered
-Space (research) Utilization	√	n/a	not offered
Recruitment support (faculty)	√ ¹¹	n/a	n/a
Faculty on-boarding/orientation	√	n/a	not offered
Institute membership	√	n/a	not offered

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Research Services (Research Management)			
<i>Institutional Reporting</i>			
-Year-end statistics & reporting	√	n/a	\$\$
-Annual publication collection	√	n/a	not offered
-Award listings	√	n/a	not offered
Room Bookings	√	n/a	\$\$
Reading Room	√	n/a	n/a

Research / Technology Development

Strategic Research Planning

-individuals	√		not offered
-teams	√ ¹²	\$\$ ¹²	not offered
-groups	√ ¹²	\$\$ ¹²	not offered
-clusters / programs	√		not offered
-institute	√		not offered
-workshop facilitation	√		not offered
-strategic planning facilitation	√		not offered
-partnership development	√		not offered

Research & Proposal Development

-research planning	√		not offered
-proposal development	√		not offered
-RFA & guideline advising	√		not offered
-scientific review	√		not offered
-critical review	√		not offered
-copy editing	√		not offered
-proofreading	√		not offered
-background research	√		not offered
-trainee scholarship / fellowship	√		not offered
-budget development	√		not offered
-budget justification	√		not offered

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

-planning & development	√ ¹³	\$\$ ¹³	not offered
-document development	√ ¹³	\$\$ ¹³	not offered
-budget development	√ ¹³	\$\$ ¹³	not offered
-logistical support	√ ¹³	\$\$ ¹³	not offered

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Research / Technology Development (cont.)			
Logistical Support^{***}			
-CV coordination	√	\$\$ ¹²	not offered
-CV preparation	√	\$\$ ¹²	not offered
-figures/diagrams	√	\$\$ ¹²	not offered
-background research	√	\$\$ ¹²	not offered
-partnership letters	√	\$\$ ¹²	not offered
-copying, compiling	√	\$\$ ¹²	not offered
-completing/assisting with online forms	√	\$\$ ¹²	not offered
Education			
-proposal workshops	√		offered; no fee
-team workshops	√		offered; no fee
-CV workshops	√		offered; no fee
-trainee workshops	√		offered; no fee
-other workshops	√		offered; no fee
Technology Development			
-consultation/advising about IP	√		not offered
-POP, I2I, Industry funding proposals	√		not offered

Notes:

- 1** Core services for CFRI members – Services provided to CFRI members; falls within CFRI's mandate & available resources.
- 2** Fee for service for CFRI members – CFRI has the knowledge & expertise to provide the service but not the resources; the fee amount will be subject to the the scope of service.
- 3** Fee for service for non-CFRI members – CFRI has the expertise but it's not within the CFRI's mandate to provide the service; therefore, CFRI has to recover the cost of providing the service. The fee amount will be subject to the scope of the service.
- 4** FFS applies when students do not go through the CFRI process.
- 5** FFS applies when students do not go through the CFRI process.
- 6** Core service applies to gas commonly used.
- 7** Costs associated with compliance issue may be on a case-by-case basis.
- 8** Costs are shared with Faculty of Medicine, UBC; Vancouver Coastal Health Research Institute; Providence Health Care Research Institute.
- 9** Costs are shared through sponsorship with clusters.
- 10** For some events a minimal charge may be levied.
- 11** In conjunction with academic department.
- 12** Cost recovery on case-by-case basis.
- 13** Cost recovery in all cases.