



Administrative Policy Manual
Code: AP Finance

AP1100 – RESEARCH FINANCE

1.0 PURPOSE

To provide for the administration of financial resources designated for research within Interior Health (IH).

2.0 DEFINITIONS

TERM	DEFINITION
Agreement	A contractual agreement with a funding agency outlining the financial commitment, terms and conditions governing the use of the funds, and the terms and criteria for unspent funds.
Funding agency	A private or public sponsor, funder, donor, or granting agency providing financial resources specific for a research project.
Researcher	A person conducting a disciplined inquiry and responsible for the conduct of the research.
Special Research Funds (SRFs)	Special Research Funds are a means to handle grants and other funds received on condition that they are spent only for stated purposes.

3.0 POLICY

- 3.1** The Research Department (RD) utilizes Special Research Funds (SRFs) and research operating accounts that are set and managed by the RD. IH has a research mandate as a learning organization, playing an essential role in the delivery of health services, and improving health status and health care. Therefore, SRFs and research operating accounts are maintained by the RD for designated activities that support and further the vision of health research, knowledge translation and research capacity building.
- 3.2** The RD will have ownership and fiduciary responsibility for SRFs, and in collaboration with IH Financial Services (FS), will provide transparent and timely administration, management and reporting of research funds in compliance with applicable IH policies and funding agency requirements.
- 3.3** Based on the premise that the RD is the owner of SRFs, the non-profit status and GST/HST status of IH includes the activities of these accounts.

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4.0 PROCEDURES

4.1 Research Department (RD)

- The RD is responsible for ensuring funds provided to Researchers are administered in compliance with IH finance policies and procedures and adhere to funding agency financial administration and reporting policies.
- The RD is responsible for budget negotiation, ongoing financial management and overall project management for all research projects.
- The RD acts as the office of record for agreement documents, is responsible for receiving and processing funds designated for research, including setting up new research accounts. The RD may charge an administration overhead fee to provide these support services.
- The RD will release research funds to a Researcher once the certificate of Institutional Approval to Conduct a Research Project has been granted. However, funds may be released on a pro-rated basis following the “in principle” approval of a research protocol for activities enabling the start-up of any research involving human research participants on a case by case basis, and in accordance with an agreement in place with the funding agency. Authorization in such instances will be required by the Corporate Director, Research.
- Financial statements for SRFs may be audited by the funding agency, IH’s external auditors, or by IH staff as prescribed per agreement.
- Where an exception to IH finance policy is required due to funding agency requirements, the RD will obtain the appropriate approval.

4.2 Researchers

- The Researcher is responsible for the proper use of all funds designated for research and must ensure that all expenditures conform to the approved study budget, with all terms and conditions of the agreement, with all regulations of the funding agency, and with all applicable IH policies and procedures.
- All funds for research conducted through the RD will be deposited to a SRF and be administered according to applicable IH policies.
- The Researcher must produce research deliverables in accordance with the terms and conditions of the agreement to ensure that funds are received.
- Expenditures for the personal benefit of a Researcher or other parties are not allowed. These include any expenses that are not directly related to their role as Researcher or the research project.

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- The Researcher, in collaboration with the RD, must secure sufficient funding to meet the anticipated costs of the research project and budget their funds to ensure deficits are not incurred. If funding of a research project is discontinued, the Researcher must propose a plan whereby any outstanding financial commitments can be covered. IH is not responsible for cost overruns and deficits.
- The VP responsible for the research department may grant discretionary approval for research projects that do not meet the above requirements based on scientific merit or exceptional cases. In this circumstance, the Researcher is expected to put forward alternative options for funding.

5.0 REFERENCES

- Interior Health. (2016). Administrative Policy Manual: *AP0300 Travel Expense*.
- Interior Health. (2016). Administrative Policy Manual: *AP0700 Signing Authority*.
- Interior Health. (2018). Administrative Policy Manual: *AP1120 Clinical Research Overhead Rates*.
- Interior Health. (2018). Administrative Policy Manual: *AP1110 Special Research Funds*.
- Island Health Authority. (2016). Finance Policy 4.7.1: *Special Purpose and Endowment Funds*.
- Island Health Authority. (2016). Research Policy 705: *Research Finance Policy*.

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