

Cost Centre Opening Request Form (Research)

Instructions:

- Any missing information may delay cost centre opening.
- Once completed and signed by the PI, please submit to Kathleen.Hamilton@wchospital.ca for sign off by Director, Research Operations. An email notification will be sent once the Cost Centre has been opened.
- For further details on REB and Cost Centre Exemptions, please read the [Notes section](#) below.
- For Funding Information, only **ONE section** is required to be completed:

Funding Source	Funding Information Section Required	Examples	Supporting Documentation Required
Directly from a grantor as a result of a grant competition	Section 1 only	CIHR grants Heart and Stroke	<ul style="list-style-type: none"> Grant Award Letter (or Funding Contract if applicable) REB or APQIP Approval/Exemption Letter Copy of Approved Budget
Via another academic institution (e.g. sub-grants); or Industry/Academic funder without a grant competition (e.g. Clinical Trials)	Section 2 only	CIHR award sub-granted from UHN Industry sponsored clinical trials	<ul style="list-style-type: none"> Research Contract (including final budget) REB or APQIP Approval/Exemption Letter
Women's College Hospital Foundation	Section 3 only	Foundation Funding	<ul style="list-style-type: none"> REB or APQIP Approval/Exemption Letter Copy of the budget (if available)

INTAKE INFORMATION

Cost Centre Requested Date:	
Project Title: (As listed on the grant or contract)	
Principal Investigator: (Last Name, First Name)	
WCH Department:	
Form Completed By: (Last Name, First Name)	

FUNDING INFORMATION (Must complete *ONE* of the Sections below)

SECTION 1. Complete if source of funding is <u>directly</u> from a <u>Grantor</u> (e.g. CIHR, Heart and Stroke, etc.)			
PID (as assigned by Research Grants Office):		Research Contract ID (see below)*	
Name of Funder (e.g. CIHR):			
Grant Start Date:		Grant End Date:	
Total Budget Amount:			
WCH Research Ethics Board (REB) Approval:	<p>Select ONE of the following:</p> <p><input type="checkbox"/> WCH REB (or APQIP) Approval/Exemption (see Note 1 below) has been received (must attach REB Approval/Exemption Letter). If CTO is being used, Centre Approval Letter is required.</p> <p><input type="checkbox"/> PI Requesting Cost Centre Exemption (See Note 2 below for details): Provide reason for request: [Drop Down] If access to funds required for pre-REB activities, please describe the amount and the work involved:</p> <p>PI attests and acknowledges that they've noted the requirements in Note 2 below, and that WCH REB approval will still be obtained prior to the start of the Project _____(signature)</p>		
Required Supporting Documents Attached:	<p><input type="checkbox"/> Grant Award Letter (e.g. CIHR Authorization For Funding Letter) and/or Fully Executed Research Contract* (if required by funder)</p> <p><input type="checkbox"/> A copy of the approved Budget</p> <p><input type="checkbox"/> REB (or APQIP) Approval/Exemption Letter (unless requesting Cost Centre Exemption)</p> <p><i>*Some funders will require a Funding Agreement to be executed. (note; CIHR does not require any contracts; only the AFF is required)</i></p>		
OR SECTION 2. Complete if source of funding is through a <u>Research Contract</u> (e.g. Sub grant from another institution, Industry Sponsored Clinical Trials, or other external organizations that may require a funding contract)			
Source of Funding (Contracting Party e.g. UHN, Bayer, etc):			
WCH Research Contract ID:		Contract Effective Date:	
WCH Research Ethics Board (REB) Approval:	<p>Select ONE of the following:</p> <p><input type="checkbox"/> WCH REB (or APQIP) Approval/Exemption (see Note 1 below) has been received (must attach REB Approval/Exemption Letter). If CTO is being used, Centre Approval Letter is required.</p>		

	<p><input type="checkbox"/> PI Requesting Cost Centre Exemption (See Note 2 below for details): Provide reason for request: [Drop Down] If access to funds required for pre-REB activities, please describe the amount and the work involved:</p> <p>PI attests and acknowledges that they've noted the requirements in Note 2 below, and that WCH REB approval will still be obtained prior to the start of the Project _____(signature)</p>
Required Supporting Documents Attached:	<input type="checkbox"/> Fully Executed Research Contract (including budget) <input type="checkbox"/> REB (or APQIP) Approval/Exemption Letter (unless requesting Cost Centre Exemption)
Funding End Date: (Estimate if the funding does not have a formal end date)	
OR SECTION 3. Complete if source of funding is through <u>WCH Foundation</u>:	
Foundation Fund Number (if available):	
WCH Research Ethics Board (REB) Approval:	<p>Select ONE of the following:</p> <input type="checkbox"/> WCH REB or (APQIP) Approval/Exemption (see Note 1 below) has been received (must attach REB Approval/Exemption Letter) <input type="checkbox"/> REB approval obtained via CTO (must attach CTO Centre Approval Letter) <input type="checkbox"/> PI Requesting Cost Centre Exemption (See Note 2 below for details): Provide reason for request: [Drop Down] If access to funds required for pre-REB activities, please describe the amount and the work involved: <p>PI attests and acknowledges that WCH REB approval will still be obtained prior to the start of the Project</p> <p>_____</p> <p>If Other: _____</p>
Required Supporting Documents Attached:	<input type="checkbox"/> REB (or APQIP) Approval/Exemption Letter (unless requesting Cost Centre Exemption) <input type="checkbox"/> Confirmation of funding from WCH Foundation with Start Date (email confirmation is acceptable) <input type="checkbox"/> Copy of the budget (if available)

ACCOUNT TYPE

Sponsored Program (Select most applicable)	[Drop Down]
Award Type (Select most applicable)	[Drop Down]

REPORTING AND AUDIT REQUIREMENTS

Financial Reporting Required (e.g. F300)	<input type="radio"/> Quarterly <input type="radio"/> Annually <input type="radio"/> Other: _____
Audit Preparation	<input type="radio"/> WCH Specific <input type="radio"/> Sponsor Specific

SIGNATURES

Name	Title	Signing Limit	Signature
	Director, Research Operations (Required)		

RESEARCH FINANCE ONLY:

COST CENTRE NUMBER (PI NAME – Sponsor – Project Name – FY(Awarded))	
Grant Number (SAP Generated)	

NOTE 1 – Regarding WCH Research Ethics Board Exemptions

Approval of research projects undertaken at Women’s College Hospital may be exempt from Research Ethics Board review if the project falls into one of the following categories:

1. ICES projects
2. Research that relies exclusively on publicly available information
3. Research involving observation of people in public places
4. Research that relies exclusively on secondary use of anonymous information/biological materials
5. Creative practice through which artists make or interpret art
6. Requests to post a flyer at WCH for an external study (No active recruitment)

If the project falls into one of the categories, please submit the REB Exemption and Administrative Review form to the REB to obtain an Exemption Letter.

Note 2 – Regarding Cost Centre Exemptions

Women’s College Hospital (WCH) requires that all research involving humans receive WCH Research Ethics Board (REB) approval prior to such research being undertaken, in concordance with the Tri-Council Policy Statement Ethical Conduct for Research Involving Humans, article 6.11. When research involving humans is funded, WCH REB approval must be in place before the hospital will grant access to the funds to the principal investigator.

The Agreement on the Administration of Agency Grants and Awards by Research Institutions between the Tri-Council and WCH states that the hospital shall “ensure, through the use of financial or other controls, that the Institution’s research ethics board (“REB”), or an REB designated by the Institution, has approved the research project before research activities involving humans have commenced, and that REB approval is maintained as long as activities involving humans are carried out. Where appropriate controls are in place, all Grant funds may be released prior to (or pending) REB approval.” (Section 4.3(d)). This federal Tri-Council standard is applied to all research funding awarded to WCH researchers and held at the hospital.

In exceptional circumstances where the principal investigator requires authorization to expend the part of their research funding that will cover only activities to be undertaken before research involving humans (that is, before WCH REB review and approval is required), WCH cost centres can be opened at the discretion of the Director, Research Operations. The reasons for such request should be documented in detail under the Cost Centre Exemption section above.

The examples of such exceptional circumstance are:

- Funding is required to support pre-REB and non-research related activities – WCH REB approval will still be required prior to start of the Project.
- Funding supports non-Project specific activities
- Implementation and evaluation of e-learning modules
- Research start up fund awards (including Fellowship awards)
- Travel support awards

Principle Investigator must acknowledge and attest that a WCH REB approval will still be received prior to the start of the Project. WCH may conduct periodic audits to ensure that any Cost Centres opened under these exemptions have received appropriate approvals, including the WCH REB.