

Procedure for Policy on Indirect Costs of Research	Manual:
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Contact for Interpretation: <i>Director, Research and Performance Support</i>	
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See related Policies: Indirect Costs of Research
The Ethical Conduct of Research and Other Studies Involving Human Participants
Externally Funded and/or Sponsored Research
Operational Approval for Research

See related Procedures: Procedure for Policy on The Ethical Conduct of Research and Other Studies
Involving Human Participants
Procedure for Policy on Externally Funded and/or Sponsored Research
Procedure for Policy on Operational Approval for Research

Procedure

1.0 Applying for Research Funding

- 1.1 Principal Investigators must include in the budgets prepared for submission to contracting or funding agencies all items that can be legitimately charged to the research project. All research accepted by the Regina Qu'Appelle Health Region (RQHR) must include an allowance for overhead, unless otherwise exempted, at RQHR approved rates. In addition to the "Direct Costs" included in the project budget, the "Indirect Costs" must also be budgeted for by increasing any cost by the overhead rate of 30% applied by RQHR (for example, if a Clinical Trial results in a direct cost per participant of \$100, then the budget must state that the cost per patient is \$130. This accounts for the \$100 of direct costs and the 30% of institutional overhead collected to cover the indirect costs of research).

2.0 Establishing a Research Account

- 2.1 All RQHR researchers who receive awards to be administered through the RQHR, in the form of grant funding, sponsored research, or unsolicited donations, shall notify Research and Performance Support by providing the office with a copy of the award notice/letter, as well as copies of any other

documents concerning the regulations or conditions governing the use of the grant or donated funds. If a new research account is required for a research grant or contract, the request for the new account must come to the Research and Performance Support Department on behalf of the awardee. The request is to be submitted to the Research Approval Coordinator by way of a completed Research Account Application form. Please refer to the associated Policy and Procedure for Operational Approval for Research for further information on obtaining authorization to conduct research within the RQHR. The Research and Performance Support Department may apply an indirect costs rate on contracts and ensures that the research grants (internal and external alike) have conformed to regulatory requirements (ethics and other relevant policies and procedures).

3.0 Institutional Overhead Rate

- 3.1 The majority of research conducted within the Regina Qu'Appelle Health Region (RQHR) is supported by some combination of internal infrastructure, administrative and clerical support, and, in some cases, with direct funding awarded from the RQHR. The provision of institutional space or service support is an indirect cost incurred by the RQHR. "Indirect costs" are therefore defined as those expenditures incurred in the conduct of research that are not readily or effectively traceable to specific expenses and can include, but are not limited to, monitoring regulatory and research compliance, the use and maintenance of equipment, staff resources as provided by such offices as the Research and Performance Support Department, Financial Services or other, and a proportionate share of other costs, such as insurance and legal fees.
- 3.2 Research overhead recoveries are intended to compensate the RQHR for the indirect costs resulting from research activities within the region.
- 3.3 The RQHR cost recovery policy applies to all research and service contracts undertaken by employees at the RQHR that are eligible for recovery of indirect costs.
- 3.4 Exemptions from overhead, special cases, or changes in standard rates require prior approval by the Director of Research and Performance Support.
- 3.5 Recoveries will be 30% of total direct costs for the following research funding sources:
 - Research and service contracts and grants from for-profit business and industry;
 - Federal government contracts, when permitted;
 - Provincial government contracts, when permitted; and
 - Any external source of research funding, when permitted.
- 3.6 Research funded by private donations, not-for-profit organizations, or Tri-Council Agencies are exempt from overhead fees.

4.0 Exceptions to the Policy

- 4.1 In cases where a sponsor has specific published indirect cost rates that are applied to all Canadian universities/institutions in a standardized fashion, an exception to the above-mentioned recovery rate will be made. When specific agreements have been negotiated with a company, institute, or other service contractor, the negotiated rate will be applied to all contracts and grants provided by that funder. Such agreements may only be made by the Director of Research and Performance Support. Other exceptions require the permission of the Director of Research and Performance Support, and must be secured in advance of the contract award or grant application.

5.0 Distribution of the Indirect Costs

- 5.1 The RQHR Department of Research and Performance Support will collect all research overhead and distribute it, as necessary, to recover the indirect costs resulting from research activities within the region.