

Cost Centre Opening Request Form (Research)

Instructions:

- Any missing information may delay the opening of cost centres.
- If the funding is being provided **directly from a Grantor as a result of a grant competition** (e.g. CIHR grants), complete [Section 1 of Funding Information](#), and submit the required documentation as listed. Research Contract ID required only if the Grantor requires a Funding Agreement to be executed prior to funding release. Grantors such as CIHR will provide a Funding Letter in lieu of a Funding Agreement.
- If the funding is being provided **through another institution** (e.g. Sub-grants) or if the funding is from **an industry funder** (e.g. Clinical Trials), complete [Section 2 of Funding Information](#).
- If the funding is being provided from **Women's College Hospital Foundation**, complete [Section 3 of Funding Information](#).
- 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.

Cost Centre Requested Date:	
Principal Investigator: (Last Name, First Name)	
WCH Department:	
Form Completed By: (Last Name, First Name)	

PROJECT INFORMATION

Project Title: (As listed on the grant or contract)	
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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:	Select ONE of the following: <input type="checkbox"/> WCH REB 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 Other: _____		
Required Supporting Documents Attached:	<input type="checkbox"/> Grant Award Letter (e.g. CIHR Authorization For Funding Letter) and/or Fully Executed Research Contract* (if required by funder) <input type="checkbox"/> A copy of the approved Budget <input type="checkbox"/> REB Approval/Exemption Letter (unless requesting Cost Centre Exemption) <i>*Some funders will require a Funding Agreement to be executed. (note; CIHR does not require any contracts; only the AFF is required)</i>		
SECTION 2. Complete if source of funding is through a Research Contract (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:	Select ONE of the following: <input type="checkbox"/> WCH REB 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 Other: _____		
Original Funding Source: (if another institution received funding and sub-granting to WCH)			
Required Supporting Documents Attached:	<input type="checkbox"/> Fully Executed Research Contract (including budget) <input type="checkbox"/> REB Approval/Exemption Letter (unless requesting Cost Centre Exemption)		
Funding End Date: (Estimate if the funding does not have a formal end date)			

SECTION 3. Complete if source of funding is through WCH Foundation:

Foundation Fund Number (if available):	
WCH Research Ethics Board (REB) Approval:	Select ONE of the following: <input type="checkbox"/> WCH REB 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 Other: _____
Required Supporting Documents Attached:	<input type="checkbox"/> REB 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 Exemption request form to the REB to obtain an Exemption Letter.

Note 2 – Regarding Cost Centre Exemptions

Cost Centres may be opened without REB approval/waiver, if one of the following criteria are met:

- 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.