

KINGSTON GENERAL HOSPITAL

ADMINISTRATIVE POLICY MANUAL

Subject: Research and Clinical Trial Agreement Overhead **Number:** 11-151

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Preamble

It is the responsibility of the Kingston General Hospital (KGH) to ensure that all direct and indirect costs related to sponsored-research are recovered. KGH cannot absorb any costs of research (e.g. staffing, facilities, testing and procedures, etc.) that are above and beyond those of the standard of care, and research budgets must include complete recovery of all of these direct costs. KGH will recover indirect costs of research for all sponsored research activity to the extent possible.

KGH collaborates with its partners, Hotel Dieu Hospital (HDH), Providence Care (PC), and Queen's University (Queen's), to harmonize policies and procedures for issues of common interest, such as research. Accordingly, the elements of this policy are similar to those found in the policies of HDH (Policy #7160), PC (Policy #ADM-RES-6), and Queen's Indirect Costs of Sponsored Research Policy.

Policy Statement

This policy sets out the authority, responsibility and procedures for the recovery of all direct and indirect costs related to sponsored research at the Hospital. The policy applies to all Hospital-affiliated researchers who conduct research using Hospital space, Hospital staff and/or Hospital resources, regardless of whether the research funds are administered through the Hospital or our hospital and university partners.

Definitions

Direct Costs are Hospital expenses incurred in the conduct of sponsored research projects that are both essential to the conduct of the research and which can be readily attributed and directly charged to specific projects. They include expenditures for such items as personnel (salaries and fringe benefits), supplies, equipment, research and hospital support services (i.e. tests and procedures, storage/dispensing of medications), travel, and other direct costs necessary for conducting the sponsored activity.

Indirect Costs are Hospital expenses that are necessary to support research. These expenses are commonly referred to as overheads and may not be measurable or directly attributable to any specific research activities but rather provide general support for the Hospital's research environment as a whole (i.e. libraries, computer networks, occupancy costs (such as heat, light, maintenance, and waste management), research and financial administrative support, insurance, security, and human resource management).

Sponsored Research is research undertaken or proposed to be undertaken using financial and/or other in-kind support from a sponsor, whether by participation in a competition, call for proposals, or pursuant to a research agreement or clinical trial agreement.

