KINGSTON GENERAL HOSPITAL

ADMINISTRATIVE POLICY MANUAL

Subject:Research and Clinical Trial Agreement OverheadNumber:11-151Prepared/Reviewed by: Vice President, Health Sciences Research and
President, KGH Research InstitutePage:
Original Issue:
2000.04
Revised:1 of 3
2000.04
2015.04

Issued by: President and Chief Executive Officer

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

<u>Direct Costs</u> 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.

<u>Indirect Costs</u> 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).

<u>Sponsored Research</u> 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.

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Procedures

- 1. Researchers must recover all direct costs related to sponsored-research. Research budgets must include a recovery of direct costs that is adequately representative of all associated costs for their project. The Hospital cannot provide financial support for any direct costs related to sponsored-research above and beyond the standard of care.
- Researchers should consult early with the most appropriate Hospital operational director(s)/manager(s) to ensure that their budgets are accurate prior to the signing of research agreements and clinical trial agreements.
- 3. Indirect costs recovery rates will be levied on all research agreements and clinical trial agreements funded by the commercial sector at the Hospital. A minimum of 40% of the direct costs of a research project will be applied to all non-clinical trial research agreements. A minimum of 30% of the direct costs of a research project will be applied to all clinical (drug and/or device) trial agreements.
- 4. Indirect costs recovery rates associated with Tri-Council funds that support sponsored-research will be levied in accordance with the Federal Tri-Council Granting Agencies' (NSERC, SSHRC, CIHR) guidelines. These indirect costs will be recovered through Queen's University and distributed according to the Tri-Council Federal Indirect Cost Program and any inter-institutional agreements/memorandum of understanding between the two institutions.
- 5. The Hospital recognizes that special circumstances may arise in research agreement negotiations requiring a variation in the indirect costs recovery rate. Any variation must be reviewed and approved by KGH's Vice President, Health Sciences Research.
- 6. The distribution of indirect costs related to researchers, researcher's department(s), KGH, and/or Queen's will be based on affiliation/inter-institutional agreements, memorandums of understanding, internal/external policies, and/or at the discretion of the KGH Vice President, Health Sciences Research. Any deviation from this sharing formula must be reviewed and approved by KGH's Vice President, Health Sciences Research.

Authorizing Signature

Leslee J. Thompson President and Chief Executive Officer

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Related Documents:

01-121 Intellectual Property-Employee 01-122 Intellectual Property-Queen's Faculty Members with Hospital Appointments 11-021 Research Hospital Appointment

11-150 Health Research

11-152 Standard Operating Procedures for Clinical Research