CHUM
Centre hospitalier
de l'Université de Montréal

PROCEDURE
Research Management

SUBJECT: PROCEDURE for accessing core facilities according to research agreements between CHUM/Researchers and External Organism	**NUMÉRO:** **CRCHUM** 50 512-03
ADDRESSED TO: CHUM researchers, CRCHUM core facilities staff, the Office of Research Agreements and valorization, the CRCHUM Finance Department	**Issued on: January 29,**2016 **Revised on:** August15, 2023
ISSUED BY: Céline Coderre, Senior Manager, Scientific Performance	
APPROVED BY: Research Management (DR) and **SIGNED BY:** Vincent Poitout, Research Director CHUM and research director CRCHUM	**Date:** August 15, 2023

OBJECTIVE

The purpose of this policy is to define the rules for using the scientific facilities services of the CRCHUM as part of an agreement between researchers and an external organism and determine the applicable rates for these services.

1. TARGET AUDIENCE

The persons concerned are all the Researchers, their staff and the employees of the research management.

2. DEFINITIONS

2.1 BCR: Research Agreement Office of the CRCHUM.

2.2 Researcher: A person(s) who conducts, on a regular or occasional basis, research activities within the institution and who has a research status issued by the CRCHUM, as stipulated in the policy in force at the CHUM, including Regular Researcher and Non-Regular Researcher.

2.3 Regular CRCHUM researcher: Person with a valid regular researcher status to the CRCHUM, as described in the document 'Researchers status' of the CRCHUM, in accordance with 8 criteria established by the FRQS. The eligibility criteria including that, at least 50% of research activities are carried out at the CHUM-CRCHUM and that the researcher benefits a space inside the CHUM. And that in the past three years, have published their work in an international periodic publication.

2.4 Non-Regular CHUM researchers: Person with a valid status at the CHUM that is not a regular researcher of the CRCHUM, including: associate researchers, investigator researchers, guest researcher and health professional researcher.

2.5 Establishment: University of Montreal hospital center (CHUM).

2.6 Core Facility Manager (RP): Person responsible of the equipment and services and manages the core facility.

2.7 Senior Manager, Scientific Performance (GP): The person responsible for the overall organization and management of the core facilities, referred to as the PM in the policy.

2.8 External organization: academic partner (e.g. universities, hospitals, research centres and institutes, etc.) or private partner.

2.9 Research agreement: This is an agreement concerning the carrying out of a research project between the CHUM, the Researcher and the External Organism, revised, negotiated and signed by the BCR.

2.10 Core Facility Agreement: This is a service or use agreement between the external organization and the CHUM concerning a facility, prepared by the facility's RP and the GP.

2.11 BCR form: required documents for revision/creation of research agreements.

2.12 Core facility tariff grid: grids that combine the rates for the offered services according to whether the service is provided internally or externally. The internal rate is defined as a subsidized rate by the CRCHUM to support the work of regular researchers.

3. POLITICY REFERENCE

This follows policy number 50512 ' CRCHUM core facility policy - Section 2 - Equipment and services for clients ' whose purpose is to describe the general rules of access to core facility's services for internal and external clients at the CHUM.

4. RESPONSIBILITIES

4.1 Researcher: Report all activities planned to the core facilities; include adequate rates in the budget of the agreement; establish with the manager of the core facility concerned how the distinction between internal activities and those involving an external organization will be, so that billing is properly calculated; pay the services.

4.2 BCR: Revise and negotiate the Agreement prior to signing and advise GP on which researcher to contact when an Agreement in preparation will include the services of one or more facility's services, as provided for in section 5.2.1. The sharing of profits and benefits resulting from the project (e.g., intellectual property) will be based on negotiations between the BVER and the Researcher concerned, while respecting the CHUM's Regulations regarding the Intellectual Property of Research Results, dated May 4, 2002

4.3 Senior Manager, Scientific Performance (GP): Inform the RP of any activity that will take place on a facility as part of a research agreement between the CHUM/researcher and an external organization; ensure that this policy is applied and that costs are determined in conjunction with the platform's RP.

4.4 RP of the Facility: Prepare the Facility Agreement (for the service and use of the Facility) if applicable, set the rates for the services, perform the services and forward the billing to the CRCHUM's finances.

4.5 The CRCHUM Finance Department: Once the Research Agreement is signed, open the fund according to current policies. Invoice the Researcher for the services received from the facilities.

5. PROCEDURE

5.1 Tariff Grid

Researchers must declare any research activity they or their teams carry out on a CRCHUM platform under a Research Agreement signed with an external Agency, as provided for in section 5.2.1. This

declaration makes it possible to establish the rates for the services that will be invoiced. The tariff grids have been developed to take into account the absence or level of presence of profits and benefits on the Researcher and the Institution. Thus, it is evaluated whether the impacts and benefits of the project will be exclusively for the Researcher, exclusively for the External Agency or shared between the Researcher and the External Agency.

The tariff grids (internal tariff, academic tariff and corporate tariff) for each core facility are available on the CRCHUM website (http://crchum.chumontreal.qc.ca/plateformes-et-services). Exceptionally, the services of the CITADEL facility bill all CHUM researchers (regular and others) at the internal rate.

5.1.1 Research agreements with an academic partner

5.1.1.1 If there is no profit or benefit for the Researcher, the academic rate applies as provided for in the tariff grid of each facility.

5.1.1.2 If all profits or benefits, including intellectual property, are attributed to the Regular Researcher, the internal rate applies as provided for in the tariff grid of each facility.

5.1.1.3 If all profits and benefits, including intellectual property, are attributed to the Researcher other than on a regular basis, the academic rate will apply (exception: CITADEL facility).

5.1.1.4 For profits and benefits that are shared between the partners (CHUM, Researcher and academic partner), the rate is determined on a case-by-case basis, after discussion between the facility's RP and the Researcher (and, if necessary, the GP) in order to fully understand the issues at stake. The BCR may also be involved in the process for the interpretation of the Research Agreement.

5.1.1.5 In the context of a Research Agreement or any other collaboration between a Researcher and an academic partner, in order for the latter to benefit from the internal rate that is normally reserved for the Researcher, the Researcher must: i) sign the form for the declaration of planned activities at one or more scientific platforms (via the BCR form) and, ii) commit to offering him/her all the services/approaches that his/her team normally carries out. These may include but are not limited to the following services/approaches (this list is not exhaustive)

5.1.1.5.1 Welcoming new people: make arrangements with the human resources office for people to sign the relevant documents, obtain their access card and P code. Make arrangements with the facility's RP, CIPA or Research Ethics Board for people to obtain the required approvals and access.

5.1.1.5.2 Share with the Researcher of the academic partner the premises and equipment that the Researcher is already using and make the required reservations via existing systems (e.g. LabTracks, GRR for meeting room reservation, etc.). The facility in question cannot be required to offer premises or equipment at the internal rate if the Researcher is not already using them.

5.1.1.5.3 Respect the training schedules already established. The academic rate will apply for any training offered outside of the schedule.

5.1.1.5.4 Provide logistical support to the researcher of the academic partner for the purchase, research, receipt, preparation and procurement of any additional materials, documents and equipment required.

5.1.1.5.5 Offer logistical support to the researcher of the academic partner for the organization and conduct of the study or tests.

5.1.1.6 If the Researcher is unable to offer all or part of the services and procedures described above, one of the two following clauses shall apply;

5.1.1.6.1 the internal researcher will be billed according to the academic rate, or

5.1.1.6.2 The academic partner must sign a Service Agreement with the CHUM and will be billed directly by the facility according to the academic rate

5.1.2 Research agreements with a private partner

5.1.2.1 If there are no profits or benefits for the Researcher, the corporate rate applies.

5.1.2.2 If all profits and benefits, including intellectual property, are attributed to the Regular Researcher (unlikely scenario), the internal rate applies.

5.1.2.3 If all profits and benefits, including intellectual property, are attributed to a non-Regular Researcher (unlikely scenario), the academic rate will apply (exception: CITADEL facility).

5.1.2.4 For profits and benefits that are shared between the partners (CHUM, Researcher and private partner), the fee is determined on a case-by-case basis, after discussion between the facility's RP and the Researcher (and, if necessary, the GP) in order to fully understand the issues at stake. The BCR may also be involved in the process for the interpretation of the Research Agreement.

5.2 Cost determination procedure

5.2.1 If a CRCHUM scientific facility is used in the research project, the Researcher must declare it.

5.2.1.1 in the case of clinical research: the person in charge of the evaluation of clinical research projects will pass on the information to the GP each time a facility is involved in a project

5.2.1.2 If it is a non-clinical research project and a Research Agreement is negotiated with the BCR: the Researcher must complete the BCR Form, depending on the type of project

5.2.1.3 if the two previous cases do not apply: The Researcher must declare this to the GP

5.2.2 The information received makes it possible to determine from the tariff grid which rate is to be applied.

5.2.3 Following discussions, the applicable fee is included in the project budget or the RP of the platform prepares a specific budget for the platform and submits it to the Researcher for inclusion in the project budget.

5.3 Activities and billing

5.3.1 When the agreement is signed by all parties, a research fund is open for the project at the financial departments of the CRCHUM and the fund number is transmitted to the researcher and technical supervisor of the facility. The core facility activities can begin.

5.3.2 The Researcher or his/her laboratory manager establishes with the Platform RP Manager how the distinction will be made between the regular activities of the Researcher and his/her group, and the activities related to the signed Research Agreement.

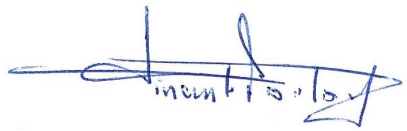
5.3.3 At the end of each month, the PR invoices the Researcher via the CRCHUM's finance department for the activities carried out. The appropriate research fund is thus charged by the Finance Department.

6. REVISION

This policy shall be updated as required or within a maximum of five (5) years.

7. APPLICATION

This policy becomes effective on the day of its approval by the Research Director of the CHUM.



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