1. **Description**

   The CFRI Clinical Research Capacity Building Award provides salary support to research program managers who support investigators working in a focused area of health research (hereafter referred to as a ‘research unit’) on the Oak Street campus. Stable funding is intended to provide job security so as to attract and retain qualified professional staff who will provide common services to a group of researchers that will enhance the research environment, increase productivity, build critical mass and improve integration. This award is intended to augment funding available to the research unit from other sources, not to replace it or to take the place of support that otherwise would be allocated to the unit in the absence of this source of funding.

2. **Eligibility**

   a. **The Research Unit**

   The main purpose of the unit must be to conduct health-related research. The research unit must have a clearly-defined research agenda, and must be associated with a CFRI cluster.

   In order to qualify for this award, the research unit must demonstrate a commitment to:

   - Address Ministry of Health Services priorities to improve health and health care, systems and services, as these apply to the patient populations of the Oak Street campus;
   - Collaborative research activities that involve academics, health practitioners and decision makers;
   - Collaborative research activities that involve multiple disciplines, both within and outside traditional health care fields;
   - Research training;
   - Knowledge dissemination and knowledge transfer.
Eligibility (continued)

b. The Principal Investigator (Research Unit Head)

To be eligible to receive this award, the PI must be a full member of CFRI (Category 1, 2, or 3) and meet the following criteria:

- Be undertaking research relevant to the mission of the Child & Family Research Institute (refer to CFRI Mission, Vision, Values at http://www.cfri.ca/aboutus/overview_contacts/mission.asp);
- Be geographically located at one of the institutions affiliated with the CFRI (BC Children’s Hospital, Sunny Hill Health Centre for Children, BC Women’s Hospital & Health Centre).

3. Award Categories and Amounts

Awards are based on the size of the research unit, as determined by the number of CFRI investigators who will receive support for the majority of their clinical research activities from the research program manager. Clinical Research is defined broadly to include research activities requiring Ethics Board review.

Units are defined as:

- Small: 4-6 investigators - $20,000
- Medium: 7-10 investigators - $30,000
- Large: ≥ 11 investigators - $40,000

4. Conditions of Award

- Access to funding will be subject to the PI being a full CFRI member (Category 1, 2, or 3).
- Awardees are expected to acknowledge the support of this program, the research manager, and CFRI in relevant publications and in presentations made during the tenure of the award. Presentations include those made at Department and Hospital meetings about the clinical research work being conducted by team members.
- Award recipients are expected to complete and update a researcher profile on the CFRI website annually.
- Award recipients must complete all reporting requirements as outlined in Section 11.
- Research managers are expected to:
  - Be members of the CFRI e-Clinical Research Coordinators Network (CRCNet);
  - Attend CFRI Operations meetings;
  - Contribute to development of CFRI procedures and policies, particularly as these pertain to the conduct of clinical (human subject-based) research;
  - Adhere to and uphold Good Clinical Practice regulations and CFRI Standard Operating Procedures.
5. Impact of External Funding
Receipt of external funding for similar functions as provided by the program manager will not affect the awardee’s Clinical Research Capacity Building Award funding.

6. Duration of Support
Awards are for a 5-year term and can be renewed dependent on achievements and overall agreement of the Cluster and CFRI leadership that the objectives of the Research Unit align with the strategic directions of CFRI. See Section 10 Reporting Requirements for more information. Funds for the Award are made available at the start of each fiscal year (April 1st). As with all CFRI programs, provision of funds is dependent upon sustainment of the BC Children’s Hospital Foundation Annual Grant to CFRI.

7. Discontinuation of Award
The award may be terminated at any time by the awardee or the CFRI.

8. Leave of Absence
If the PI is taking an extended leave or retires, they must notify the CFRI Office of Research Services with the name of the individual who will oversee the research unit and research manager activities in their absence.

9. Transfers
The CFRI Clinical Research Capacity Building Awards are not transferable to other institutions or to other sites. The CFRI Clinical Research Capacity Building Award is not transferable to other research units, such as within a CFRI cluster. If the PI changes or the research unit fails to meet expectations as determined by the Unit’s cluster leadership and CFRI executive, unspent funds are expected to be returned to CFRI.

10. Reporting Requirements
- An annual progress report on the work of the program manager and the research unit must be submitted to the CFRI Office of Research Services within 30 days of the request. Notice will be given by the CFRI Director, Research Services yearly on November 1st that the annual report is expected to be received by December 1st. This will allow time for review and consideration for the annual budget cycle. Annual reports will be reviewed by the Unit’s cluster leadership and CFRI executive. Information related to the activities and performance of the Unit will be important in CFRI negotiations with the Foundation, Hospital and Health Authority on CFRI’s annual budget.
Reporting Requirements (continued)

- An internal review will be conducted at 3 years of the term award to ensure the Research Unit is meeting expectations. Research Units failing to produce satisfactory performance measures will be put on notice that the award will end at 5 years of the term award, barring improvement. Each cluster will be reviewed by three other cluster leaders who are members of the CFRI Scientific Steering Committee and will be asked by the CFRI Executive Director to form the Internal Review committee.

- The Annual report is required to provide:
  - Confirmation that the salary award is being spent in the manner to which was intended;
  - Updating of research unit members with CFRI cluster, PHSA Agency and academic department and hospital program affiliations;
  - Information as detailed in the terms of reference of the Award, about activities undertaken in the year related to:
    - Collaborative research activities;
    - Trainees associated with the unit—specifically detail the trainees whose research activities have been supported by the research manager, and the nature of that support;
    - Knowledge Translation process and activities—please indicate the linkages and processes that have been established or defined to enhance translation of research and research results; the range of target audiences and areas identified for knowledge translation activities; and the potential impacts on health care delivery and/or economic development, where applicable.
  - Performance measures that indicate the value added by this award to the Research Unit’s productivity and overall performance. Examples of such measures might include:
    - Increases in national and international funding;
    - Increases in clinical trials capacity (# trials, site lead, enrolment achievements);
    - Increases in collaborations and partnerships;
    - Increases in training capacity and/or numbers of trainees;
    - Increases in the number of publications;
    - Uptake of research results by health care providers;
    - Unit efficiency (REB application turn-around time; finance management).