



## Step 1: Submit Required Documents

### What you need to get started:

#### Proposal

Develop a research plan or proposal.

#### Budget

Visit the [Budgeting and Indirect Costs page](#) for more information.

#### Form

Fill out either the [Research Project Information Form \(RPIF\)](#) (if UBC is receiving funding) or the [Contract Request Form](#) (if you are not pursuing funding, such as Material Transfer Agreements, Non-disclosure Agreements, Data Transfer Agreements).

#### Other considerations

If the sponsor has provided you a draft agreement, please include this in your submission.

If your sponsored research agreement is arising from an existing application for funding, please provide us the FAS number associated with this RPIF along with your notice of award.

As applicable, please ensure you notify the Office of Research Services (ORS) upon the notice of your award.

Once all signatures have been collected, the faculty member needs to send the completed documents to [sponsoredresearch@innovation.ubc.ca](mailto:sponsoredresearch@innovation.ubc.ca)

Refer to the service provision chart below to understand other entities you need to engage in order to submit your documents.



## Step 2: Review and Triage

A member of the sponsored research team will confirm the receipt of your submission, **within two business days**. Our team will review your submission to confirm we have all the correct information.

### Next:

1. We will assign a team member to your file.
2. We may request more information, such as additional documents or clarification on the information you submitted.
3. We may need to redirect you to another UBC unit who can assist with your request, should it fall outside of our service provision. (See service provision chart below).



## Step 3: Onboarding

For funded agreements, the sponsored research team will set up a FAS number in the Research Information Systems (RISe).

For funded agreements already in RISe, we will assign a member of our sponsored research team to your file.

Our team will create an account for you in the Wellspring Sophia database (Sophia) where you can track the status of your agreement. [Login or create](#) your Sophia account using your CWL.

Once confirmed, you will be introduced through email to a member of our sponsored research team.



## Step 4: Agreement Review

The sponsored research team will manage your agreement execution, ensure alignment with UBC's policies and research priorities and negotiate with collaborators on your behalf.



## Step 5: Agreement Execution and Monitoring

For **funded agreements**, your agreement will be completed when it is fully signed by all parties and all compliance agreements have been met (animal care, human ethics, biohazard etc.). A Workday account to receive funds will be opened by Sponsored Research and managed by [UBC's Research Finance team](#). Research Finance will be responsible for invoicing and receiving payments for the life of the agreement.

For **non-funded agreements**, your agreement will be completed when it is fully signed by all parties and all compliance requirements have been met (animal care, human ethics, biohazard etc.). You can monitor the process of your agreement through Sophia.

### Agreement Amendments

Any changes to your agreement regarding budget increases, please fill out an [Account Modification Form](#). All other changes can be directed to the sponsored research team.

### Who takes the lead?

Researcher

Sponsored Research team, Innovation UBC



If	Then
Declare this in your RPIF.	
Your research involves human participants	Please connect with a <a href="#">UBC or UBC-affiliated Research Ethics Board (REB)</a> who needs to review and approve this request.
You think there is a conflict of interest	Please review <a href="#">UBC's Conflict of Interest Policy</a> .
Your research involves working with animals	Please connect with <a href="#">UBC's Animal Care and Use Program to obtain a certification</a> .
You are working with biohazardous materials	Please connect with <a href="#">UBC's Safety &amp; Risk Services</a> . Any activities conducted at UBC facilities or affiliated institutions involving biological materials requires a biosafety permit.
Outside of Innovation UBC's service provision.	
You have questions or would like information on your workday account	Please reach out to <a href="#">UBC's Research Finance team</a> , specifically the Research Finance Officer assigned to your account in RISe.
You have questions around budgeting and costs	Please refer to the <a href="#">Budgeting and Indirect Costs resources</a> from UBC Research & Innovation
You are interested in purchasing goods or services from an external party	Please connect with <a href="#">UBC Finance</a> who handle purchasing agreements.
You are receiving an unrestricted gift to support activities in your lab but not for a specific project, or for the sponsorship of a non-research activity (event or seminar held by your lab or department)	Please connect with the <a href="#">UBC Development and Alumni Engagement Office (DAE)</a> who help handle unrestricted gifts that are not intended for a specific research project.
An external party has inquired about using space in your lab or you require the use of space outside of UBC for your research	Please connect with <a href="#">UBC Treasury who handle space rental agreements</a> .
I have a collaborator that wants to visit my lab	Please connect with <a href="#">UBC HR</a> and your department about the procedure for visiting scholars.
Your research involves working with Indigenous community partners	Please connect with the <a href="#">UBC Indigenous Research Support Initiative (IRSI)</a> to discuss the use of Indigenous research protocol agreements.
You are seeking institutional signatures on a grant and/or are applying for or receiving grant funding	Please connect with <a href="#">UBC's Office of Research Services (ORS)</a> Click <a href="#">here</a> to see how ORS facilitates grant-funding.
You want to understand the guidelines for UBC researchers applying for grants from foreign governments.	Please connect with the <a href="#">UBC Research Security team</a> who helps researchers safeguard their work and comply with funder and government requirements protecting research and intellectual property from national security risks.
You want to access data and tools for student course work.	Please connect with your Dean's office who will be able to assist you with bringing the agreement to the attention of <a href="#">the Office of University Counsel</a> .
You would like to provide private consulting services to other entities.	UBC faculty members can provide consulting services through a private consulting agreement without the involvement of UBC. UBC faculty members can review UBC's Conflict of Interest Policy. More information on managing conflicts of interest can be found at <a href="#">the UBC Office of University Counsel</a> .
Innovation UBC supports researchers through sponsored research, entrepreneurship and venture building, and technology and licensing. Are you looking for something else? <a href="#">Find the support you need</a> .	