

Waypoint Research Proposal Process

Grant/Project Review and Approval

This table summarizes Waypoint Research Institute (WRI)'s review and approval process for:

1. applications for research funding; and
2. research projects to be fully or partially conducted at Waypoint, or that use Waypoint resources.

The approval process depends whether the researcher/research team is applying for funding; is ready to begin a funded project; is starting an unfunded project, or contributing their time to an external project; or is external to the WRI.

TYPE OF APPLICATION OR PROJECT	<u>APPLICATION TO A GRANTING AGENCY- PHASE 1: ANNOUNCING INTENT TO APPLY</u>	<u>APPLICATION TO A GRANTING AGENCY- PHASE 2: PREPARING AND SUBMITTING</u>	<u>APPROVAL FOR FUNDED RESEARCH PROJECTS: INITIATING PROJECT UPON AWARD</u>	<u>WRI-BASED PROJECTS</u>	<u>EXTERNAL PROJECTS</u>	<u>UNFUNDED OR PARTIALLY FUNDED ORGANIZATIONAL -BASED PROJECTS</u>
	<p><i>I am interested in applying for project funding from a granting agency.</i></p> <p>-or-</p> <p><i>I plan to be named on an external grant application.</i></p> <p>(e.g., Tri-Councils; Workplace Safety and Insurance Board [WSIB]; University of Toronto; Worksafe BC)</p>	<p><i>WRI Leadership is now aware of the research grant I intend to apply for and I am moving forward with the application.</i></p>	<p><i>I have been awarded a research grant and I would like to start my funded research project.</i></p>	<p><i>I would like to start a research project that only requires WRI resources.</i></p> <p>(e.g., Meta-analyses, systematic reviews)</p>	<p><i>I am an external researcher and I would like to collect data at Waypoint.</i></p> <p>-or-</p> <p><i>I would like to work on a research project with an external collaborator where the only resource required is my time.</i></p> <p>(e.g., Student projects, data collection site projects)</p>	<p><i>I would like to start an organizational-based project that has impacts on Waypoint as an organization (i.e., space, time and resources).</i></p> <p>(e.g., Safewards, Six Core Strategies)</p>

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First step(s)	Contact Manager and Research Coordinator for documentation and process-related inquiries.	Contact Scientific Writer for writing support & Research Coordinator for budget development support.	Contact Manager and Research Coordinator for documentation and process-related inquiries.	Contact Manager and Research Coordinator for documentation and process-related inquiries.	Identify Site Principal Investigator (if applicable); Contact Manager and Research Coordinator for documentation and process-related inquiries.	Contact Manager and Research Coordinator for documentation and process-related inquiries.
Documents	GRAF – Section A/B	GRAF – Section C; complete grant application	GRAF – Section D; WRAF	WRAF (if applicable)	WRAF	BN & WRAF
Support & resources	Research Coordinator	Research Coordinator; Scientific Writer; Senior Business Officer (coordinates with Research Coordinator to ensure accuracy of the project budget); Research Analyst	Research Coordinator; Research Analyst; Procurement; Finance	Research Coordinator; Research Analyst	Research Coordinator; Procurement; Finance	Research Coordinator; Research Analyst; Procurement; Finance
Who first receives the documents	Research Coordinator	Research Coordinator	Research Coordinator	Research Coordinator	Research Coordinator	Research Coordinator

GRAF = Grant Request Application Form; WRAF = Waypoint Research Application Form; BN = Briefing Note

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Who reviews	Manager; Director; VP, Research	Manager*; Procurement*; Director*; VP, Research*; CEO & CFO (for signing authority when applicable)	Manager; Director; VP, Research	Manager; Director (informs VP, Research)	Manager; Director; VP, Research	Manager; Director; VP, Research; Senior Leadership Team (SLT)
Review Committee	-	Yes	-	-	-	-
Review timeline	Max. 1-2 business days	2 weeks (max. 5 business days for Review Committee; 5 business days CFO & CEO) Subject to change based on CFO & CEO's calendar	1 week (max. 5 business days)	1 week (max. 5 business days)	1 week (max. 5 business days)	2 weeks (max. 5 business days for WRI; 5 business days for SLT) Subject to change based on SLT meeting calendar
Who provides final sign-off	VP, Research	CEO & CFO	VP, Research	Director (informs VP, Research)	VP, Research	SLT
Next steps	Proceed to complete application	Submit completed & approved application package to funding agency	Complete and submit Review Ethics Board (<u>REB application</u>)	Request REB exempt; or, complete and submit <u>REB application</u>	Complete and submit <u>REB application</u> (if applicable)	Complete and submit <u>REB application</u>

*These individuals make up the Review Committee.