Saskatchewan Health Authority

Research Contracts, Funding and Account Management Requirements

This requirements document serves as a reminder of the key requirements and division of responsibilities for engaging with our office regarding research activities involving the Saskatchewan Health Authority (SHA). To ensure efficient routing and timely support, please use the designated email addresses outlined below.

Email Submission Routing

Research Contracts & Funding Applications (Pre-Award / Legal)
All research contracts and amendments, funding applications, internal reviews, negotiations, and related documentation must be submitted to ResearchContracts@saskhealthauthority.ca

Research Accounts & Finance (Post-Award / Accounting)
All matters related to research accounts, finance, invoicing inquiries, account openings, statements, and account closures must be directed to ResearchAccounts@saskhealthauthority.ca

CRITICAL SIGNATURE ALIGNMENT POLICY

For all research-related documentation requiring sign-off by **authorized signatories** (e.g., contracts, applications, submissions), the signature used must be **consistent** across all documents to ensure compliance and validity.

The **sole exception** to this requirement is research expense invoicing, which must be submitted with an **electronic signature** from the authorized Principal Investigator.

Research Contract Submission and Negotiation

- **Office Negotiation Role:** Our office will negotiate research study contracts on behalf of the SHA only when SHA resources and/or staff are being utilized as part of research, and the SHA is required to be a party to the agreement.
- **Independent Legal Counsel: It is the responsibility of the Principal Investigator (PI) to seek independent legal advice** prior to executing any research contract.

- **Submission Documentation:** All contracts submitted to our office for review must be accompanied by the complete, applicable supporting documentation. This includes:
  - Draft agreement (with tracked changes if available)
  - Study protocol or scope of work
  - REB application
  - Informed Consent Form or waiver from REB (if applicable)
  - List of SHA resources (facilities, resources, etc.) or operational approval application
  - Any urgent deadlines
  - Appendices not included in draft agreement

Study Budget Preparation and Cost Alignment

- **PI Responsibility:** The PI and the study team hold the **primary responsibility** for the initial preparation and accuracy review of the study budget.

- **Cost Alignment Support:** Our team will provide support to ensure that the proposed costing for specific study services is accurately aligned with established **SHA internal cost schedules**.

- **Overhead (OH) Determination:** PIs and study teams must proactively clarify the source of funding with the sponsor to determine if the inclusion of **institutional overhead (OH)** is a key requirement for the budget.

Funding Application Internal Review

To support a thorough internal review and ensure timely approval for applications involving the SHA:

- **Internal Deadline:** Funding applications must be submitted to our team for administrative review **at least five (5) business days** prior to the official grant application deadline. This five-day period is the **minimum** required to allow our team to provide meaningful feedback, allow time for revisions, and prepare any necessary letters of support, acknowledgements, or signatures. The earlier you share the draft proposal with us, the more comprehensive and constructive our review can be.
- SHRF Access: Please grant our team access by adding researchcontracts@saskhealthauthority.ca as a Grant Writer within the application platform on SHRF RMS.

Research Account Establishment

When the SHA is the host for research funding, a research account application must be submitted through REDCap to establish your project's account.
The application must be completed in full and include all required supporting documents.
These typically include the study details, REB approval or exemption, funding letter and budget.

Ensuring all materials are finalized and uploaded will help avoid delays in creating the account.

Invoicing and Expense Claims

All research expense invoices submitted to our team must strictly adhere to the following:

- **Template Use:** Utilize the **most current official template** available on the SHA website. Select the template that corresponds to study's funding source (e.g., SHRF, CIHR, etc.). If you are uncertain which template applies, contact ResearchAccounts@saskhealthauthority.ca before submitting the invoice.
- **Documentation:** The invoice must be **fully completed** and include all necessary supporting documentation.
- **Authorization:** The submission must be **electronically signed** by the authorized Principal Investigator before transmittal.

Study Account Closure

Active study accounts require formal closure following the completion or termination of the research. Please submit the REDCap closure application to initiate this process.