

Institutional Research Policies @HHS

Hamilton Health Sciences has developed specific institutional research policies that impact the conduct of study activities. It is the expectation that investigators and research personnel understand and adhere to each policy in carrying out their research activities.

Research Integrity

Implements Canada's Tri-Agency Framework: Responsible Conduct of Research across **all** research conducted at HHS. It is the expectation that all Investigators and research personnel conduct research activities in accordance with Good Clinical Practice (GCP) Principles. [Read full Research Integrity Policy](#)

Financial Conflict of Interest in Public Health Service Sponsored Research

Governs financial conflict of interest that applies to all Public Health Service sponsored investigators at HHS. It is the expectation that Investigators conduct their affairs to avoid or minimize conflicts of interest, and must respond appropriately when conflicts arise. [Read full Financial Conflict of Interest Policy](#)

Finance – Insider and Personal Trading

Describes insider trading restrictions on institutional and personal trading by all HHS personnel having exposure to information about specific public companies that could impact share value, including but not limited to, research discoveries or have an active role in the management of the investment portfolio. [Read full Insider and Personal Trading Policy](#)



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Research Document Storage Protocol

Outlines the procedure for on-site and off-site document storage of research study records/information that follow general principles according to HHS Corporate Information and Records Management Guideline, Health Canada Guidance for Records Related to Clinical Trials, Legislative requirements, Additional Sponsor or Agency requirements. [Read full](#)

Research Document Storage Protocol

Cross Reference Related Material:

- [HHS Corporate Information and Records Management Guideline](#)
- FORM – HHS Research Content Storage Spreadsheet, available through [Research Administration](#) by request

Research and Trust Administration Management Guidelines

Outlines the accountabilities related to the administration and management of research and trusts accounts through HHS Research Finance covering Account Setup, Deposits, Cheque Requisitions/Expenses, Purchase Orders, Bank Draft/Wire Payments, Transfers Between Accounts, Capital Acquisitions, Taxable Income Payments, Stop Payment Process, Reporting, Monthly Statements, Account Closures, Monthly Reviews, Research Agreements. For more information about the services offered, please contact [Research Finance Services](#).

Banking Arrangements for Research and Investigator Liability

Outlines where and how a research account is to be administered and identifies the responsibility of the Principal Investigator. [Read full Banking Arrangements for Research and Investigator Liability Policy](#)



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Research Agreements Entered into with Third Parties

Outlines the requirements for review and contract execution (sign-off) of a research agreement entered into by HHS and a Third party that covers: Budget Statement, Risk Statement, Signing Authority. [Read full Research Agreement Entered into with Third Parties](#)

Revenue Recognition of Research Funds

Describes purpose and goals about externally restricted research contributions that are deferred and recognized as expenses are incurred. The policy outlines the criteria to determine when research revenues, including excess funds, will be recorded as revenue. [Read full Revenue Recognition of Research Funds](#)

Cross Reference Related Material:

- [Finance Deferred Capital Contributions Policy](#)

Reimbursement of Alcohol Expenditures on Research Accounts

Outlines the protocol for alcohol reimbursement from funding sources other than federal, provincial or publicly funded sources and where not expressed as a prohibited budgetary expense of a third party or in restrictive legislation applied to the organization regardless of funding source. [Read full Reimbursement of Alcohol Expenditures Policy](#)

Cross Reference Related Material:

- [Finance Expense Reimbursement Policy](#)

