McGill | Ingram School of Nursing | École des sciences infirmières Ingram

Faculty Handbook
2018 Edition

Faculty Orientation Handbook
1ˢᵗ Edition*
2017-2018

Ingram School of Nursing
McGill University

École Ingram des sciences infirmières
Université McGill

*A complementary document to the Ingram School of Nursing
Student Handbook, 7ᵗʰ Edition 2017-2018

Section 1: Technical Support

1.1 Entering grades

myCourses

There are two aspects to entering students' grades: myCourses and Minerva. myCourses is an online virtual learning environment, where students can access course materials, submit assignments and assessments and view the grades they achieve. The Course Secretary can work with the Course Co-ordinator(s) to set up the myCourses area and gradebook so that the software does all the complex organisation and calculation tasks easily.

The gradebook in myCourses allows students to see their marks as the course progresses. Both the Course Co-ordinator(s)/Instructor(s)/TA(s) and Course Secretary are able to enter grades into myCourses. Once grades for all the assessments in a course have been entered into myCourses, the gradebook calculates the final overall grade; the Course Co-ordinator(s) then checks whether the final grades are correct and makes any manual adjustments as necessary (e.g. rounding a grade of 84.75% up to 85%, moving the letter grade up to an A). Once the Course Co-ordinator(s) confirms that the final overall grades are correct, they can be released so that students can see them on myCourses. Note: Grades on myCourses are not the official grades. Grades only become official when transmitted to Minerva and rolled to the students' advising transcript.

Minerva

Minerva is the student- and staff-interfacing version of Banner, the digital records system used by McGill. Towards the end of term, Minerva opens up its grade submission function. You will receive an email from the Course Secretary announcing this closer to the time. Course Co-ordinator(s) can work with the Course Secretary to *transfer* the final overall grades from myCourses into Minerva *(transferring grades is not the same as rolling grades).* Course Co-ordinator(s) and the Course Secretary access this Minerva menu in slightly different ways; please see this article on the IT Knowledge Base for both sets of instructions: http://kb.mcgill.ca/kb/article?ArticleId=1386&source=Article&c=12&cid=2.

Once the Course Co-ordinator(s) checks and confirms that the final overall grades *transferred* into Minerva are correct, the Course Co-ordinator(s) emails either undergraduate.nursing@mcgill.ca or graduate.nursing@mcgill.ca to inform the Student Affairs Office that the grades are ready to be rolled. Before the grades have been rolled, i.e. they are still in *transferred* mode, they can still be edited by the Course Co-ordinator(s) or Course Secretary. Once the Course Co-ordinator(s) has emailed the SAO and they have rolled the grades, they are no longer editable in the Grade entry menu. However, they may be changed via the Grade Change menu. If you need to enter a grade change, you must contact the SAO and copy the Course Secretary on your email request.

Grades for supplemental and deferred exams cannot be entered by the Course Co-ordinator(s) or Course Secretary and therefore the Course Co-ordinator(s) must email the SAO, providing details of the students and results (consider using a password-protected Excel Spreadsheet

containing these details to promote confidentiality). The SAO input supplemental and deferred exam grades and update the student's transcript.

Summary

- Grades are entered into two systems: myCourses and Minerva
- Timeline: myCourses – as course progresses; Minerva – at end of course
- Grade changes: pre-rollover – with Course Secretary in Minerva Grade entry menu; post-rollover – with SAO in Minerva Grade change menu

Please find below a table summarising some of the most common queries regarding grades:

Item	Faculty responsibility	Staff responsible
Original grade submission to Minerva	Responsible for determining final grades; may either enter these him/herself on Minerva or ask Course Sec to do so. Until the request to roll the grades and grades are rolled, the instructor or Course sec can modify the grades on Minerva in the Grade submission module. Existing W or L grades cannot be modified. You will have no choice but to leaves these as is. If a student did not attend a final exam and an L or W does not exist, a J grade is to be assigned. This will change to an F if the student is not registered for a deferred exam or to an L if registered for one after grades submitted and before the deferral application deadline.	Course Secretary is able to help mount your final grades on Minerva
Grade changes based on a correction to an error in calculation or incorrect submission	Responsible for determining the new grade, may either enter these him/herself on Minerva in the Grade change by instructor module or ask for Course Sec to do so	Course Secretary can help **but only if the grades are still in edit mode**, i.e. they haven't been rolled over yet
Rolling of grades or corrected grades	Notifies graduate.nursing@mcgill.ca (for NUR2 courses) or undergraduate.nursing@mcgill.ca	Graduate Student Affairs Officer rolls for NUR2 5xx courses; she needs to be aware of other grades ready

	(for HSEL or NUR1 courses) that grades or grade changes are ready to roll	(GPS rolls those) Undergraduate Student Affairs Officer rolls for HSEL and NUR1 courses
Deferred exam results	Faculty emails graduate or undergraduate.nursing@mcgill.ca the results. Information required: Course number, student name and ID number, deferred grade.	Graduate Student Affairs Officer notifies GPS of these new grades. Undergraduate Student Affairs Officer process these grades to preserve the original L grade on the transcript.
Supplemental exam results	Faculty emails graduate or undergraduate .nursing@mcgill.ca the results. Information required: Course number, student name and ID number, supplement final grade. A supplemental grade is a term final grade so the result in numeric value must be the percentage (i.e. value/100) or the final letter grade.	Graduate Student Affairs Officer notifies GPS of these grades. Undergraduate Student Affairs Officer process these grades after creating a supplemental term on the student record.

1.2 myCourses support

The Course Secretary is your first point-of-contact for all myCourses support. They can help Course Co-ordinators:

- Plan myCourses area(s) before term
- Edit certain aspects of myCourses area(s) in-term
- Upload course materials, set up assignment submission folders, add quizzes, discussion forums, groups, configure the gradebook properly, copy content over from a previous session to minimise workload, etc.
- Enroll users, e.g. Clinical Instructors and TAs
- Escalate complex queries up to Teaching and Learning Services for additional support
- Signpost colleagues to TLS workshops that provide very specific training, if relevant

For Instructors or TAs, they can help:

- Show how to mark within an assignment
- Upload marks to the gradebook

If the Course Secretary isn't available, or you would prefer to edit your myCourses area(s) yourself *(only applicable to Course Co-ordinators)*, you can either contact TLS on tls@mcgill.ca or use the IT Knowledge Base: http://kb.mcgill.ca/kb/article?ArticleId=1553&source=article&c=12&cid=2. You will be enrolled into a variety of useful TLS workshops as part of your initial training at the school.

TLS offer both private and group consultations to help instructors plan and teach effectively. For a brief introduction to what such consultations can offer you, please see http://www.mcgill.ca/tls/teaching/consultations. You must contact the Course Secretary to book sessions in conjunction, so that the CS can monitor what types of training instructors are requesting; this will help with future planning for training sessions.

Summary
Contact the Course Secretary for all myCourses-related queries

1.3 Course Planning

Course design

The Course Secretary can help you design your course on myCourses, in conjunction with Teaching and Learning Services. There are two course design workshops by TLS in the year; however, TLS can host special consultations for our staff when necessary. As previously mentioned, please also see the IT Knowledge Base for technical help if the Course Secretary is unavailable: http://kb.mcgill.ca/kb/article?ArticleId=3809&source=Article&c=12&cid=2. It's best to plan your courses as early as possible in liaison with the Course Secretary, so that the gradebook can be set up correctly, to minimise calculation workload.

The TLS website lists upcoming workshops and is updated two-three months before the next term begins: http://www.mcgill.ca/tls/teaching/workshops. Private or group consultations for Nursing faculty/staff can also be arranged with TLS. In-departmental training on certain technologies is anticipated, e.g. mini-myCourses workshops.

Ordering textbooks

The university has an automated book requisition process, where faculty can order textbooks as part of their reading list. The old online webform has been replaced with a system that will email you automatically in order to get your book list. Bookstore staff will also email you beforehand to prompt/remind you. The bookstore can be contacted on x7444.

Classroom materials -- Document templates

Contact the Course Secretary for templates for the following documents:
- Course outlines
- Presentations

- Case studies
- Exam question papers and cover pages
- Assignments
- Guest lecturer's stipend info

Summary

- Course design workshops are available from TLS

- The university bookstore will contact you regarding textbooks

1.4 Examinations

General info

The Course Secretary is your first point-of-contact regarding exams. Mid-term exams are arranged in-department, with help from the Course Secretary. The final exams at the end of term are arranged centrally by the Exam Office, in close conjunction with the Course Secretary. You will receive emails with information and prompts regarding what to do pre- and post-examination.

Students registered with the Office for Students with Disabilities are able to sit their exams in an alternative location, with different amounts of time/provisions than the bulk of the class. Their Scantrons, short answer booklets and question papers will be returned to the Course Secretary by a staff member from the OSD.

Exam materials

Scantrons, short answer booklets and multiple-choice marking request slips are with the Course Secretary and are available upon request for mid-term and in-class exams. These will be allocated to you by the Course Secretary for the mid-term exams. Materials for final exams are provided by the Exam Office.

Scantrons are the type of multiple-choice answer sheet that McGill uses. Students fill their answers in dots and the completed Scantrons are submitted for electronic scoring at the Exam Office (by the Course Secretary). Results from the Scantrons are available to the Course Co-ordinator digitally and the Course Secretary retrieves the hard copies, which must be stored for one year before removal to archives/destroyal.

A standard exam cover page to preface each of your question papers with will be circulated to you by the Course Secretary before the exam period.

Timelines and planning an exam

Midterm exams are scheduled in-department by the Course Co-ordinator(s). Most midterm exams take place in weeks 7 or 8. It is helpful to provide the Course Secretary with your course

outline and schedule as early as possible, so that the CS can schedule when to prepare for the exams.

The Course Secretary can help you type, format and print your midterm exam question papers. Contact the AEC to hire invigilators if required and contact the Program Administrator or Course Secretary to book a room (if not on your normal teaching day). The Course Secretary will provide all the Scantron sheets and short answer booklets that you need, as well as taking Scantrons to be marked electronically (if the student number is large).

For final exams, the Exam Office will contact the CS at the start of the term, who will then circulate instructions to Course Co-ordinators. Final exams must be submitted to the Exam Office (via the CS) several weeks before the exam date. All deadlines and instructions will be clearly laid out via email. The CS can help you type and format your final exam question papers. The CS will then give the question papers to the Exam Office, who will make all other arrangements for finals (e.g. printing, invigilation, scheduling).

Summary
- Exams arranged by two different departments; midterms – in-departmental; finals –central Exam Office
- Contact Course Secretary first for exam queries

1.5 Hiring Teaching Assistants and Invigilators

There are many types of colleagues who can be hired to help you run your course. These include Teaching Assistants (must be current registered graduate students at McGill), Clinical Instructors and Invigilators, amongst others. For any query regarding hiring Clinical Instructors, please contact the Clinical Placements Team at clinicalplacements.nursing@mcgill.ca.

For all other hiring queries, please contact the AEC first at aec11-hradmin.nursing@mcgill.ca.

1.6 Stipends for guest lecturers

Guest lecturers can be offered stipends. Please ask the Course Secretary for the guest lecturer's stipend info template, fill it in, and then email a copy to the AEC. The AEC will then liaise with you to ensure the guest lecturer is paid.

1.7 FAQs

Where can I view a master schedule of all courses?
Please consult the following dynamic schedule link on My Courses at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched; you can also view courses in a weekly schedule manner on Visual Schedule Builder at: https://vsb.mcgill.ca/vsb/welcome.jsp

How do I see what courses are part of which programs?

On the Nursing website under Programs there is a link to each program on the left-hand side and within each of these programs there is a course of study which delineates where each course should be taken in each program. http://www.mcgill.ca/nursing/programs

How do I book a room/classroom?

Course bookings that need to appear on Minerva: Data Analyst (until the Program Administrator is here and functioning in timetable then it will be that person) data.nursing@mcgill.ca.

Examples of types of bookings:
- additional classroom requests for a course
- changing the date of a lecture
- official midterm
- breakout rooms

Course bookings that do not appear on Minerva: Course Secretary coursesec.nursing@mcgill.ca.
Examples of types of bookings:
- deferred midterm
- clinical instructor evaluation rooms
- faculty group meeting

Bookings unrelated to a Minerva course: Departmental Secretary info.nursing@mcgill.ca.
Examples of types of bookings:
- meetings
- events not related to courses
- pretty much everything else

How does the timetable process work?

- Requests for all classrooms for regular courses are made in November of each year for the next academic year.

- Room bookings are done by the Central Timetable Office in Enrollment Services and are based on expected class sizes, which courses must be scheduled conflict free and when instructors are available to teach.

- Every year around the end of September or early October, all faculty are sent a request to log into Minerva and complete their Instructor Unavailability for the coming year. It is important to complete this as accurately as possible and to ensure that your unavailability is realistic (i.e. you cannot block off every other time in your schedule except for when you want to teach) and you must identify the reason for your unavailability. If you do not complete this form you will be considered available to teach any time Monday to Friday from 0835 to 1725.

- The Schedule goes live on Minerva in late March, approximately one week before go live for student registration.

What is the process for clinical courses (requesting placements, hiring clinical faculty, student placements, access cards for faculty)?

For placement requests, hiring clinical faculty and information for access cards, please email to the following: clinicalplacements.nursing@mcgill.ca

Can I make photocopies of pdfs I find online? What about show YouTube videos? Netflix? Who do I contact about copyright rules?

- For copyright rules, please consult our Copyright office at library at https://www.mcgill.ca/copyright/home. If you have questions concerning copyright or other licensing issues may be sent to copyright@mcgill.ca

- You can also consult the Frequently Asked Questions (FAQ) about copyright (including what you can and cannot do in the classroom), please see the Copyright at McGill FAQ page or How to add readings to myCourses.

What teaching resources are available to me?

For other teaching resources, there are; Polling @ McGill, laptop rentals, clickers, Outlook Suite, Skype for Business, etc. There are also 'slush funds' for in-class expenses such as invited guest lecturer.

Section 2: Clinical Instructors

2.1 HR requirements

Our AEC HR team has already communicated with you and has requested the following:

A Biographical Information form

This form should be submitted once every academic year (September to August) even if you are a returning Clinical Instructor. You should also complete a new one in the course of the year if any information on this form has changed. This form is found on McGill's HR website at: www.mcgill.ca/hr/forms under the Employee services tab.

An electronic version of your CV

This should also be submitted at least once   during the academic year (returning instructors too).

Depending on how you will be paid:

If you will be paid directly by **McGill, we will need a scanned copy of a recent pay stub, or a letter from your HR department which indicates your current hourly rate.**

If you have an already approved agreement to be paid by your clinical institution, then you must get your clinical institution to invoice us for your involvement. Please let them know of this arrangement and provide the name of your supervisor and Director of Nursing along with these

individuals' contact information (address, telephone number and email) to AEC11-hradmin.med@mcgill.ca AND aec11finance.med@mcgill.ca. The HR/Finance office will contact them to arrange for the payment.

2.2 Other HR forms and requirements

- Please ensure your banking information is up-to-date in Minerva. Or, Salary bank deposit request forms can be found on the HR website under the "Payroll" tab, as well as tax deductions at source forms: **www.mcgill.ca/hr/forms.**

- If you were ever given a McGill ID number (either as a student or an employee) you must log in to MINERVA to add/change your bank deposit information. If you've forgotten your PIN, or were never given one, please follow the instructions under "Forgot your PIN?" on the MINERVA log in page: https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin or contact **IT services** at: 398-3398.

- **N.B. Please note that banking information is deactivated after 6 months of inactivity.** Your banking information may still appear in your MINERVA employee profile, but the link with HR Services might be deactivated. You will have to reactivate it by clicking on the "Submit" button at the bottom of the form.

- **As a McGill employee, you will be required to activate a McGill email account**, as this is the University's official method of communication.
  instructions on how to activate an account, or reactivate an existing email account, can be found on McGill's Knowledge Base at: http://kb.mcgill.ca/kb/article?ArticleId=1015&source=Article&c=12&cid=2

- As a Clinical Instructor, you will be assigned to a group of students within a clinical course. Your primary contact is the Course Coordinator, who will inform you of your expected involvement in the course. You will have access to McGill resources as of the start date indicated in your offer letter.

In addition, you will be required to:

- Be an active member of the OIIQ and hold a valid nursing license.

- Have current CPR training with HPC category training.

- **Wear a name badge that clearly identifies you as an ISoN instructor when you are in the clinical setting**. To order your name badge, send your name and the acronym of your highest degree (i.e., B.Sc.(N), M.Sc.(A.), or other degree) to: clinicalplacments.nursing@mcgill.ca

- **Abide by the Code of Conduct of the Faculty of Medicine**: www.mcgill.ca/ugme/files/ugme/code_of_conduct_may2013.pdf

- **Adhere to the policies and procedures** found in the **Ingram School of Nursing Student and Faculty Handbook**: www.mcgill.ca/nursing/students.

- **Follow the policies and procedures regarding teaching/learning in the clinical settings.** Course coordinators will provide access to the site's manuals and handbooks.

2.3 myCourses Virtual Learning Environment

Your course co-ordinator may ask you to use the myCourses part of McGill's virtual learning environment. For information on how to access myCourses and step-by-step guides on how to use it, please see http://kb.mcgill.ca/it/easylink/article.html?id=1553. For additional assistance, please contact the Course Secretary, Laura Blakeley, on either (514) 398 8452 or coursesec.nursing@mcgill.ca.

2.4 Teaching and Learning Services

- Services department can help you with teaching-related planning. They offer many training sessions and have a lot of useful advice available on their website: http://www.mcgill.ca/tls/.

- **Contact information** for the Faculty and Administrative Staff of the Ingram School of Nursing can be found at**:** www.mcgill.ca/nursing/faculty

2.5 Other Useful Resources:

- ISON HR team email: aec11-hradmin.nursing@mcgill.ca
- McGill's IT "Search the IT Knowledge Base" portal: www.mcgill.ca/it/
- McGill's general HR website: www.mcgill.ca/hr/
- McGill's Teaching and Learning Services E-Bulletin: http://www.mcgill.ca/tls/teaching/focus
- McGill Skillset: http://www.mcgill.ca/skillsets/
- **Faculty Development Office:**
- Main Website: https://www.mcgill.ca/medicinefacdev/
- Resources for Teachers: Teaching and Learning: http://www.mcgill.ca/medicinefacdev/resources/teaching Workshops: https://www.mcgill.ca/medicinefacdev/programs/workshops

2.6 Professional Development Fund

The Professional Development Fund is used to reimburse expenses incurred by eligible academic staff for professional development.

Eligible staff members may claim up to **$750** in eligible expenses during the period 1 May 2017 to 30 April 2018. The yearly allowance may be accumulated to a maximum of $1,500 over a **two-year** period.

Eligible expenses under the Professional Development Fund have been updated to increase flexibility. Please review these changes on the PDF

website:https://www.mcgill.ca/apo/academic-staff/other-information/professional-development-fund#expenses

The Professional Development Fund is now administered directly by the following Faculties:
- Dentistry
- Education
- Law
- Desautels Faculty of Management
- Schulich School of Music
- School of Continuing Studies
- McGill University Library and Archives

Please consult your Faculty contact for instructions about submitting claims.

The Professional Development Fund is administered by the Office of the Provost and Vice-Principal (Academic) for the following Faculties:

- Agricultural and Environmental Sciences
- Arts
- Engineering
- Medicine
- Science

Claims should be submitted to the attention of the "Professional Development Fund Administrator".

For any other information: Consult the website: https://www.mcgill.ca/apo/academic-staff/other-information/professional-development-fund

2.7 Library Resources and Services

Visit the McGill Library Website to:
- Learn how to use the library and take advantage of services, including creating a library account, article scan services, Interlibrary Loan (ILL), uPrint, borrowing books etc).
- Find and access print and electronic resources, including books, databases and eJournals, course reserves, citation guides, thesis and dissertations etc.
- Find guides on a variety of subjects including nursing, publishing in the life sciences, systematic review service etc.

Librarian Consultant at McGill dedicated for Nursing

Francesca Frati, Liaison Librarian for nursing.

- Ten years as a librarian at the Jewish General Hospital.
- Please contact Francesca for any support you may need from the library,
  - such as tailored information-access skills workshops,

- course reading and reserves, or
- individual consults.

Email: francesca.frati@mcgill.ca

Phone : 514-398-1277

A dedicated liaison librarian is available to support your teaching and research activities. Your liaison can:

- Introduce you to the McGill Library, its services and resources.

- Support your teaching, learning, or research activities, including (but not limited to):

  - Evidence-based practice

  - Consumer health, patient education & health literacy

  - Knowledge synthesis

- Advise you on the best sources of information for your research, or grant proposal.

- Ensure the nursing collection (print & electronic) best suits your needs. Suggestions for new book acquisitions are welcomed. Journal suggestions (print & electronic) should be sent directly to your liaison librarian.

- Offer training or workshops in the latest research, resources and information access skills.

- Ensure that required course readings are available in the Library. Course readings also can be linked to online full text when available. Faculty can email the librarian a copy of the reading list in Word (.docx) format. The file will be linked and returned to you for uploading to MyCourses.

- Inform you of McGill resources, workshops & events (EndNote workshops, predatory publishing, data management, writing, developing course material etc.)

Questions? Need some help? Visit the *Nursing Subject Guide* or contact Francesca Frati.

Section 3: Labs

How do I organize a session at the Simulation Center? Who do I contact? Ideal timelines for booking? What documents do I need to send in advance?

- For booking a session at the Sims Center, requests must be made through the Nursing Lab at least **4 months** in advance at lab.nursing@mcgill.ca

- For documents, please send the scenario you would like to run with your request and your need for any actors or materials.

How do I book the [Nursing Lab?](#) Who can help plan a lab?

- For booking the Nursing Lab, please contact: lab.nursing@mcgill.ca, **3-4 months** in advance.

- For material set-up prior to a specific lab, please contact: lab.nursing@mcgill.ca, **48 hours** in advance of the lab session.

- For assistance with planning the lab, please send questions and requests for help to our Lab Technician/Lab Director at: lab.nursing@mcgill.ca

Section 4: Assistance for Students

Please refer students to the Student Affairs Officer at; student-affairs-officer.nursing@mcgill.ca

What if they need immediate assistance?

- Accompany them to mental health services (Brown Building, suite 5500) to request a Safety Appointment. Monday – Friday, 9:00a.m. to 2:200 p.m.

- Outside of these emergency walk-in hours, call 911 or go directly to the ER department of your local hospital. Students living in the McGill area should go to the Montreal General Hospital, 3650 Cedar Ave. (Psychiatry ER)

- Please refer students to contact the Office of the Dean of Students, this can be done via MyCourses. The Office of the Dean of Students is located in the Brown Student Services Building, Room 4100, open Monday to Friday 9am to 5pm. Or email them at: deanofstudents@mcgill.ca

- You may also refer students to the Well Office, Faculty of Medicine. The Office of Learner Affairs, Faculty of Medicine, is located at Meredith Annex, 3708 Peel Street. Telephone is 514-398-5836, email: thewelloffice@mcgill.ca

What can I do if students need advising?

- Please refer students to the Student Affairs Officer at: student-affairs-officer.nursing@mcgill.ca

I have a student who tells me they have a learning disability. What do I do?

- Please refer students to the Office for Students with Disabilities. Their Office is located on the lower floor of the Redpath Library, open Monday to Friday from 9am to 5pm. Or contact them at 514-398-6009 or disabilities.students@mcgill.ca.

- There are also resources for Faculty Members, found at the following link: https://www.mcgill.ca/osd/facultyinfo

Section 5: Research

What is OSR?

OSR is the Office of Sponsored Research. For a full description of OSR services, resources and responsibilities, please refer to: https://www.mcgill.ca/research/researchers. A key resource developed by the OSR is its Guide for New Faculty, available from the ISoN Research Administrator.

The OSR is comprised of two Units. The first is the Grants and Agreements Unit acting at the pre-award level. The second Unit is the Administration and Awards Management Unit acting at the post-award level. Detailed descriptions of the roles and responsibilities of each unit is available at: https://www.mcgill.ca/research/files/research/rir_services_osr_pdf.pdf. Contact information for key OSR personnel is listed under the "Unit Descriptions and Contacts" tab at: https://www.mcgill.ca/research/contact.

What documents do I need to send to OSR before submitting a grant?

A list of documents to send to OSR prior to grant submission is available at: https://www.mcgill.ca/research/researchers/proposal/submit.

Why do I need to complete an OSR checklist each time I submit a grant?

Completion of the OSR checklist is mandatory for all external grants (if you are based at a McGill-affiliated Research Institute, consult with their research office for their requirements: RI-MUHC [Jenny Koulis at (514) 934-1934 ext. 44580], JGH/LDI [Janik Jacmain at (514) 340-8222 ext. 4846], and Douglas Hospital Research Centre [Jocelyne Lahoud at (514) 761-6131 ext. 3158 or Chantal Beaulieu at (514) 761-6131 ext. 3140]). This checklist also allows the OSR to capture relevant grant data for subsequent reporting and compliance. It also provides a record that the grant was approved by the School and the Faculty prior to submission. Additional information is available in OSR's Guide for New Faculty. The latest version of the OSR checklist is available at: https://www.mcgill.ca/research/researchers/formsandresources. Contact the ISoN Research Administrator for further assistance with completing the OSR checklist.

How can I figure out the internal deadline for my grant?

The OSR sends weekly funding alert newsletters for research grants, prizes and awards, as well as invitations for information sessions. These newsletters include internal OSR deadlines and key personnel contact information for the listed funding opportunities. To subscribe to these newsletters: https://www.mcgill.ca/research/researchers/funding/sign-funding-alerts. The OSR also generates a table compiling upcoming competitions along with internal and agency deadline dates, available upon log in at: https://www.mcgill.ca/research/researchers/funding/deadlines-restricted.

How can I obtain previous successful grant applications?

Previous successful grant applications can be obtained via the OSR Grant Officer offering assistance for a specific funding opportunity. If you are based at one of the McGill-affiliated Research Institutes, contact their respective research office: RI-MUHC (Jenny Koulis at (514) 934-1934 ext. 44580), JGH/LDI (Janik Jacmain at (514) 340-8222 ext. 4846), and Douglas Hospital Research Centre (Jocelyne Lahoud at (514) 761-6131 ext. 3158 or Chantal Beaulieu at (514) 761-6131 ext. 3140).

What are the main funding agencies in Québec/Canada?

The main funding agencies in Quebec are the:

- Fonds de recherche du Québec - Santé (FRQS): http://www.frqs.gouv.qc.ca/en/accueil
- Fonds de recherche du Québec – Société et culture : http://www.frqsc.gouv.qc.ca/en/accueil
- Fonds de recherche du Québec – Nature et technologies (FRQNT): http://www.frqnt.gouv.qc.ca/en/accueil

The main funding agencies in Canada are the:

- Canadian Institutes of Health Research (CIHR): http://www.cihr-irsc.gc.ca/e/193.html
- Social Sciences and Humanities research Council (SSHRC): http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx
- Natural Sciences and Engineering Research Council (NSERC): http://www.nserc-crsng.gc.ca/index_eng.asp

A complete overview of the different funding opportunities for these agencies is available at: http://www.mcgill.ca/research/files/research/table_of_agency_programs_2016.pdf.

Contact the ISoN Research Administrator for an overview of funding opportunities specific to nursing research.

Where can I find information about foundations?

The OSR's weekly funding alert newsletters (to subscribe: https://www.mcgill.ca/research/researchers/funding/sign-funding-alerts) include funding opportunities from foundations, as well as the contact information of OSR Grant Officers offering assistance for these opportunities. Additional resources to identify funding opportunities from foundations are available at:

https://www.mcgill.ca/research/researchers/funding/foundations.

Where can I find information about philanthropic funding?

Information about philanthropic funding is available by contacting from the University Advancement Office: https://www.mcgill.ca/vp-dar/vp-university-advancement

What happens once I get a grant?

The OSR's Awards Management Team becomes involved at this stage, and should be informed at: awards.osr@mcgill.ca. Please refer to the following for more detailed information about fund opening: https://www.mcgill.ca/research/researchers/pm/openingfund.

What is a sub-award?

A subaward refers to research funds transferred between institutions, and requires a subaward agreement: https://www.mcgill.ca/research/researchers/pm/transfer

Do I have access to software to conduct surveys through the ISoN?

LimeSurvey is a software that is supported centrally by McGill that is free of charge for any McGill faculty member. Data and tokens are maintained on a McGill server, hence data is secured and remains in Canada. LimeSurvey also has the ability to export the data directly to SPSS for analysis purposes. To request an account to use LimeSurvey, contact customersupport.ist@mcgill.ca. For onsite help or a tutorial on how to use it, please contact the ISoN Data Analyst.

What is the rebate McGill gets with BMC Open Access journals?

McGill authors have access to a 15% rebate: libraryguides.mcgill.ca/publishing-life-sciences/open-access

Is there space for my PhD student?

For space assignment requests, please contact the ISoN Research Administrator.

Is there space for my RA?

For space assignment requests, please contact the ISoN Research Administrator.

Other Useful Resources:

Faculty of Medicine Academic Affairs: Posting for Research Associate.
http://www.mcgill.ca/medicine-academic/newfaculty.