

Formulation of Requested Time for CSPSC Project Support

Requested hours should reflect the scale of a project: consider quantity of researchers, size of datasets and scale of events when completing this form.

*Note: Hours for project support are subject to review as a project progresses and demands of the research evolve.

(X) Activity	Suggested min. amount of Hours*	Requested Amount of Hours
Pre-award		
<input type="radio"/> Creation/review of tables, graphs, budgets or data management plan for grant application	3	
<input type="radio"/> Review of full grant proposal	3	
General Coordination		
<input type="radio"/> Regular Meetings and notetaking for meetings	9 *(based on 6 meetings)	
<input type="radio"/> Creating of and/or tracking work plan for project	5	
Research Data and Protocols		
<input type="radio"/> Review of Ethics Applications and Change of Protocols, and accompanying documentation (consent form, interview guide, etc.)	2	
<input type="radio"/> Creating, managing, supporting use of electronic research databases	15	
<input type="radio"/> Organizing and storing hard copies of data	4	
<input type="radio"/> Preparing research supplies (print or other)	10	

Finances		
<input type="radio"/> Filing expense claims and travel advances	5	
<input type="radio"/> Bookkeeping for project accounts	10	
<input type="radio"/> Producing financial reports to funders	4	
<input type="radio"/> Placing orders or processing invoices/billing for project equipment/supplies and/or needed services	4	
Human Resources		
<input type="radio"/> Assisting with recruiting and liaising with research assistants	10	
<input type="radio"/> Processing pay for CSPSC research assistants (graduate, undergraduate, community)	5	
Communications/Post-award		
<input type="radio"/> Working with Design Services to create branded products and other publication-related activities (website, library, licensing. etc)	5	
<input type="radio"/> Supporting the drafting and submission of final research report plus scholarly submissions	5	
<input type="radio"/> Managing project website	8	
<input type="radio"/> Assists in compiling final report for funders	4	
<input type="radio"/> Event planning	15	

Other			
<input type="radio"/> Describe:			
TOTAL REQUESTED	*Based on the suggested amount of hours for each component of research support, the suggested total hours per research project is 125 hours/ year; this make for an average of approximately 10 hours per month.	TOTAL PER YEAR	
		Per month	