



## memorandum

**To:** Nova Scotia Health Research & Innovation Community  
**From:** Jennifer Thurlow, Manager: Contracts, Research & Innovation  
**Date:** 2021/03/04  
**RE:** **NEW Contracts Email Address**

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Nova Scotia Health Research and Innovation Contracts team has a new email: [ResearchContracts@nshealth.ca](mailto:ResearchContracts@nshealth.ca). This address replaces [Ind.research@nshealth.ca](mailto:Ind.research@nshealth.ca), which will remain active for three months to facilitate migration. This change is designed to improve response time and document tracking. We ask that you do not copy Jenn Thurlow or Laura E MacPherson when emailing [ResearchContracts@nshealth.ca](mailto:ResearchContracts@nshealth.ca).

Please include your Romeo or REB number specific to the contract in the subject line, if available.

As communicated in January, the term **CONTRACTS** will be defined as any document that requires review, negotiation, and sign off by Nova Scotia Health (amendments, clinical trial or study agreements, material transfer, data transfer, CDA/NDAs, collaborative research agreements, master agreements, statements of work, budgets, investigator agreements, etc.). This definition will be used regardless of the funding source (Industry, grant, etc.).

Laura (via [ResearchContracts@nshealth.ca](mailto:ResearchContracts@nshealth.ca)) will be your contact for having documents signed and questions regarding the status of review and completion. We are in the process of filling the contracts coordinator position and providing further streamlined process improvements to improve your contract experience.

All grant or funding applications and related questions should now be sent to Sandra Crowell ([Sandra.crowell@nshealth.ca](mailto:Sandra.crowell@nshealth.ca)), Program Leader, Research Development.

Thank you,

*Jennifer Thurlow*