

ACE Research Process

STAGE	DESCRIPTION
IDEA	<p>A research idea is submitted/ presented to the Research Office and those pertinent to the project. A quick discussion on the next steps takes place and this encompasses the possible use of the Research Project Proposal Form.</p> <p><u>Should a project involve research with Indigenous Peoples, Communities or Nations</u>, the First People's Centre will be consulted. Engagement of Indigenous peoples, partners and communities is of the greatest importance for Canadore. Please consult the Research with Indigenous Peoples, Communities and Nations policy (C-38) and its respective procedures.</p>
DISCUSS and REFINE	<p>A meeting is scheduled with the Research Office to discuss the potential research idea and a preliminary review of relevant trends, patterns, and industry articles. The Principal Investigator (faculty/staff lead) is encouraged to direct this process; however, the Research Office can provide support. Upon reviewing information, that is peer-reviewed, white paper, or industry-based, the research topic is put into focus, specific research questions are derived and desired outcomes are identified should the project move forward.</p> <p>In this meeting, a discussion will also encompass the benefits and risks of the project taking place. Risks are defined as any uncertainty about the effects/implications of the project moving forward with respect to something that the College values, often focusing on negative, undesirable consequences. Benefits are defined as any advantage or profits gained by the College as a result of the project moving forward. These are analyzed by comparing literature and current state to how the College could benefit and what risks are involved overall.</p> <p>Lastly, in this discussion the project outcomes are drafted. Outcomes are specific, measurable, and meaningful actions or objectives. The Research Project Proposal Form helps to define all these aspects and will be used as a guide for the discussion.</p> <p>In all, the project must align with the Research Strategy and the Strategic Vision of the College. A Project Proposal Evaluation Form will be used as discussions progress to ensure this happens.</p>
BUDGET	<p>Funding options are explored with the team (unless funding options have been targeted prior to this stage*). Budgeting is discussed and must include all aspects as dictated by the funders' guidelines. If</p>

	<p>none has been explored or confirmed thus far, the <i>Budget Guide</i> will be used to help stimulate ideas and discussion on resources that need to be accounted for. If the idea is viable, it will be confirmed at this stage. If the idea is not viable, as reached by consensus by the team (including review with Research and ACE support), then it will be banked for future opportunities or discarded. Please note that viability is assessed through each stage of this research proposal process but most actively at this stage to ensure risks and benefits are weighed and thoroughly considered.</p> <p>Once budgeting has been confirmed by the team, it is reviewed by ODTM first, should positions need to be created and require position reviews. It then moves onto Finance for final confirmation and approval. Note that ODTM requires at least 5 full days for position reviews and Finance requires at least 2 to 3 days for review of a budget as well as the guidelines from the funding being accessed.</p> <p>The project proposal is completed according to funding pot targeted or by using the research proposal form. Finalized metrics are completed according to each outcome, with baselines and timelines established.</p>
PROPOSAL REVIEW	<p>The Research Office reviews for completeness and submits to the Director of Academic Centre of Excellence. The Budget is reviewed by the Director of Finance (or the Controller as per funding language). Suggestions and revisions are made and completed and the final proposal is submitted to the VPA for review. The VPA may also have questions or suggestions for revision prior to the next stage proceeding.</p>
PROJECT APPROVAL	<p>Once the VPA has signed off, the proposal can be submitted to the funding agency.</p>
IMPLEMENT	<p>The results of the funding decision (approved or denied) will dictate how the research moves forward. In the case where no funding is requested, the research can move forward after final sign-off. As research moves forward, the Principal Investigator must input the project information into the research project database and update this entry as the project moves forward and is completed.</p> <p>Should the project be submitted and not be approved by the granting agency, next steps can be determined between the Principal Investigator and Research Office (the Research Office can be a support in this time to seek out other funding when appropriate, and help determine how to report back to the partners).</p>

	Should the funding be awarded, the Principal Investigator will be responsible for maintaining the project status in the research project database.
REPORT	Reporting requirements are typically determined by the funding agency. The Research Office will support report-writing if there are reporting requirements for the funder. Additionally, final reports should be generated/ developed to communicate back to partners who have provided in-kind or cash contributions. These can be duplicated from the formal reports used to submit the granting agency or can be unique and tailored to partnering agencies. All of this can be done with support of the Research Office.