

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Research Administration**

EFFECTIVE DATE: **June 30, 2016**

1. SCOPE

1.1. Authority

This policy is issued under the authority of the President.

1.2. Application

1.2.1. All research activities undertaken by the College or by persons under the auspices of the College.

1.2.2. All research activities undertaken that make use of College resources.

2. PURPOSE AND PRINCIPLES

2.1. Purpose

2.1.1. To establish a systematic mechanism to administer research activities at Canadore College.

2.1.2. To provide guidance to college employees and researchers in the administration of research funds and applied research activities at the College.

2.2. Principles

2.2.1. The College is responsible for ensuring that research activities undertaken under the auspices of the College are consistent with its mission, vision, and long-term strategy.

2.2.2. Proposed research activities are evaluated against established criteria that are consistent, equitable, and fair.

2.2.3. Research activities that receive funding from an outside source are administered and conducted such that they are consistent with the requirements of the granting agency.

2.2.4. College faculty has an ongoing professional responsibility to engage in applied research activities.

3. POLICY

3.1. All research activities at the College are performed and administered subject to the policies established by the College.

3.2. The College supports research at the College by providing information on sources of research funds and reviewing all requests for research funds, whether grants or contractual agreements, for approval.

- 3.3. All grant applications requiring a signature on behalf of the College are to be signed by the Vice President Academic or designate.
- 3.4. All research contracts/agreements require a signature on behalf of the College and are to be signed by the Vice President Academic or designate.
- 3.5. The College may engage in several research funding arrangements and sets forth specific processes to administer each form of funding arrangement in accordance with College policy and the granting agency requirements.
- 3.6. The College seeks to be recompensed for the direct costs of all research contracts/research agreements.
- 3.7. Where permitted by the policy of the granting agency, the College seeks to recover indirect costs in the interest of supporting the research infrastructure of the College. Any indirect costs not recovered from sponsoring agencies are supported by the general operating funds of the College.
- 3.8. All funds received in support of research which utilizes College facilities are administered on behalf of researchers by the College.
- 3.9. Payments for research are payable to Canadore College and not to the individual researcher.
- 3.10. Capital equipment purchased from research funds belongs to the College unless otherwise specified.
- 3.11. Intellectual property associated with research activities is subject to Canadore College's policy on Intellectual Property, unless otherwise stipulated through a contractual arrangement.
- 3.12. Individuals entering into research arrangements, either personally or under the auspices of the College, are to receive prior approval in writing from the College in order to avoid conflict of interest or competition with College activities.
- 3.13. Individuals entering into research arrangements and conducting research, either personally or under the auspices of the College, are to adhere to the College Conflict of Interest policy.

4. ROLES AND RESPONSIBILITIES

- 4.1. President
The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.
- 4.2. Vice President Academic
The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5. EVALUATION

This policy will be reviewed every three years.