B. RESEARCH POLICY DEVELOPMENT AND RESEARCH ADMINISTRATION

1. GENERAL RESPONSIBILITY

1.1 The Research Board, a standing Board of Senate, is responsible for the development of academic research policy.

1.2 The Research Board is responsible for developing non-academic research policy for recommendation to the President and through the President to the Board of Governors for those policies that require approval by the Board of Governors.

1.3 The administration of research policy is the responsibility of the Vice-President Research.

1.4 The Vice-President Administration has the responsibility for ensuring that corporate responsibilities of the University are met in terms of legal, financial and various liability considerations and this responsibility is discharged in matters related to research in consultation with the Vice-President Research.

1.5 The department chair is responsible for monitoring the expenditures on research grants and contracts in the department and for the full financial management of the OMAFRA research in the department.

1.6 The project director (principal investigator) exercises technical and financial management of the research with the financial management being subject to audit and, particularly in the case of contracts, within the constraints imposed by the corporate responsibility of the University to a sponsor.

2. RESEARCH BOARD

2.1 The Research Board shall consist of the Chancellor, the President, the Vice-President Research (who shall be Vice-Chair), the Dean of Graduate Studies, one member of the Board of Governors appointed by the Board of Governors, seven faculty members appointed by Senate, two of whom shall be Deans of Colleges, and two graduate students. Other members may be added on the recommendation of the Board. The department chair shall be elected by the Board from among those members of the Board who are members of Senate to a two-year term which is renewable. All Deans of colleges shall have the right to attend and speak at Research Board meetings and to receive agenda material and minutes.

2.2 The Research Board shall:

a) Develop policies and procedures and make recommendations to the appropriate bodies on such matters as:

i) Procedures for approval of applications for research grants and contracts from external agencies;

ii) Policy and procedures with regard to patents, copyrights, etc;

iii) Policy and procedures for the co-ordination of research.
b) Review regularly the total research program of the University and make recommendations to the Senate regarding organization for research and areas requiring special institutional attention;

c) Make recommendations to the Vice-President Research in regard to the distribution of block grants and generally uncommitted research funds within the University.

d) Review periodically and report to Senate on the research programs and policies of the University noting any significant changes and outlining the Board's plans for the future enhancement of research throughout the University.

e) Make recommendations to the Board of Governors, through the President, on all research matters of concern to the Board of Governors.

f) Report to Senate and other bodies as appropriate on the rights and responsibilities of the University and its individual members involved in research.

2.3 The Board has the responsibility for making recommendations to the appropriate bodies on matters related to the establishment of new research policy, the development of new University research programs, and for the review of the existing research policies and programs of the University.

2.4 Specifically the Board is required to:

a) recommend for the approval of Senate proposals for new, or revisions to existing, research policies affecting academic programs;

b) recommend for the approval of Senate proposals for the future enhancement of research throughout the University;

c) review periodically and report to Senate on the research programs and policies of the University.

2.5 Subject only to subsequent report to Senate, the Board is empowered to:

a) Establish the standing committees required under the various research policies.

b) Establish such ad hoc committees with duties and authority as the Board deems necessary.

c) Recommend to the President, or to the Board of Governors through the President, proposals for new or revisions in existing non-academic policies affecting research.

d) Advise the Vice-President Research on other matters affecting research.

2.6 Standing Committees of the Research Board:

a) Standing committees shall be named by the Research Board to carry
out the functions as required under the various research policies. Membership in Senate is not a requirement for membership on a standing committee. The Vice-President Research is an ex officio voting member of each standing committee.

b) Each standing committee shall report to the Research Board annually on committee activities related to the policy and shall report to the Board on proposals for modifications to the policy.

c) The following standing committees have been established, each being advisory to the Board and having specific duties as indicated:

i) Animal Care Committee - to co-ordinate and review the activities and procedures relating to the care of animals; the standards of care and facilities for animals; the training and qualifications of personnel that are engaged in the care of animals; procedures for the prevention of unnecessary pain;

ii) University Human Subjects Committee - to review experimental protocols for research and class projects in order to ensure that such projects, in their use of human subjects, will meet the ethical standards adopted by the University; to clarify and interpret the policies, procedures and standards guidelines related to the use of human subjects in University academic programs;

iii) Drug Control Committee - to establish and maintain a system for the control of drugs and alcohol in University academic programs;

iv) Biohazards Safety Committee - to establish and maintain a system for the control of biohazards in University academic programs;

v) Grants Committee - to review applications and recommend awards from the funds administered by the Research Board with the exception of the block grant from the Social Sciences and Humanities Research Council and the Northern Training Grant;

vi) Social Sciences and Humanities Research Council Grants Committee - to review applications and recommend awards from the block grant awarded to the University from the Social Sciences and Humanities Research Council;

vii) Northern Studies Committee - to co-ordinate the preparation of the University's annual application for a Northern Training Grant and to review applications and recommend awards from the grant;

viii) NSERC Undergraduate Summer Research Awards Selection Committee - to select those students who will be recommended to the Natural Sciences and Engineering Research Council for an undergraduate summer research award.

3. VICE-PRESIDENT RESEARCH

3.1 The Vice-President Research shall:
a) Administer the research policies and procedures recommended by the Research Board and approved by the University.

b) Organize and administer the broad policy aspects of the OMAFRA agreement research and service programs at the University, and to provide the University academic link with OMAFRA for OMAFRA agreement research and services.

c) Obtain and distribute up-to-date information on research fund sources.

d) Assist faculty members in the completion of applications for research and sign all completed applications on behalf of the University.

e) Assist in the co-ordination of research among departments and colleges and in the development of linkages with other universities, government and the private sector.

f) Provide a focus and co-ordinating function with respect to University comment and briefs to governments and research sponsors concerning research and related policies.

g) Have administrative responsibility for the Central Animal Facility operations.

h) Assume administrative responsibility for those Centres, Institutes and Research Groups assigned by the University.

i) Carry out other responsibilities related to research as designated by the President.

4. OFFICE OF RESEARCH

4.1 General Responsibilities:

a) The prime responsibility of the Office of Research is to provide services to assist in furthering the research capability of the University. The Office has a responsibility for assisting in locating support for research, both in the form of grants and contracts. It also provides administration, liaison with other services to individuals or research groups as requested, and provides appropriate service to governments, industry and other agencies sponsoring research in the University.

b) The Office has the responsibility for ensuring that approved University research policies and procedures are followed for all University research. It has a responsibility in the co-ordination and administration of the OMAFRA agreement research and services and for liaison with OMAFRA on research and service program matters.

c) The Office also has a responsibility for keeping faculty informed of research policies and research objectives of governments and other sponsors and for keeping possible sponsors informed of the research capabilities of the University in their particular areas of interest.

d) The Office is responsible for the protection and commercial exploitation of significant innovations arising out of University research and other activities in a manner consistent with both the public interest and the role and image of the University.
4.2 Specific Responsibilities:

a) Information on Sources of Research Funds:

i) Develop and disseminate information on sources of external research funds; research project grants and contracts; travel, equipment, conference and publication grants; research fellowships; and other research-related support;

ii) Make contact with research sponsors to develop new opportunities for University researchers and inform faculty of new opportunities that arise;

iii) Assist in developing increased links with industry;

iv) Maintain current knowledge of the changing priorities and policies of government and inform faculty so they can take prompt action in response to the new approaches to research and its funding by government;

v) Distribute information on internal research funds administered by the University.

b) Research Grant Administration:

i) Maintain a file on each research sponsor with current information on the programs of the sponsor;

ii) Provide application forms and other information on sponsors to faculty members;

iii) Interpret and clarify conditions of award and procedures;

iv) Assist faculty in the preparation of grant applications;

v) Receive grant applications to review for conformity to the conditions of the sponsor and conformity to the policies of the University and to approve on behalf of the University for forwarding to the sponsor;

vi) Arrange site visits and consult with sponsors as appropriate;

vii) Assign Research Trust Account numbers to new grants;

c) Research Contract Administration:

i) Provide information to faculty on the nature and conduct of contract research and information on possible sponsors;

ii) Assist faculty in the preparation of contract proposals especially in the format for the proposal and in the structure of the budget;

iii) Receive contract proposals to review for conformity to University policies and arrange approval on behalf of the University for forwarding to the sponsor;

iv) Undertake on behalf of the University, negotiations of research contracts between the University and the sponsor and arrange for the execution of the contract;
v) Assign Research Trust Account numbers to new contracts;

vi) Ensure that in contract research, effective liaison is main-
tained with the sponsor and that commitments are being met;
and arrange meetings and exchange of information with spon-
sors during the life of the contract as appropriate.

d) Administration of University Research Policies:

i) Distribute information on University policies directly from
   the Office of Research or through the special appointees:
   Director of Animal Care Services and University Pharmacist;

ii) Administer the special grants programs for the distribution
    of general research funds;

iii) Administer the University patent and licensing program.

e) Administration of OMAFRA Agreement Research and Services:

i) Co-ordinate the preparation of OMAFRA research, services and
   extension program documents;

ii) Negotiate with OMAFRA on behalf of the University with respect
    to the program proposals;

iii) Administer OMAFRA funds allocated through the Vice-President
    Research;

iv) Maintain the OMAFRA Research Project Register and distribute
    it to OMAFRA;

v) Develop the University annual reports on OMAFRA programs for
   OMAFRA;

vi) Arrange and assist in program review;

vii) Provide linkage with OMAFRA on research, special services and
    extension program;

viii)Provide information to OMAFRA as requested;

ix) Provide other administrative services as required for the
    OMAFRA programs.

f) Other Responsibilities:

i) Maintain records of research funds received;

ii) Maintain records of funded research projects;

iii) Assist faculty in the formation of research groups;

iv) Provide a clearing house for requests from government or
    industry to identify specific expertise in order to arrange
    research grants or contracts or other services.