

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 5	<b>DIRECTIVE NO.</b> H1
	<b>ORIGINATOR</b> Vice President, Academic Services	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> Research Administration	<b>EFFECTIVE DATE</b> 2006.08.23	<b>REPLACES</b> 2005.02.23

## **PREAMBLE**

The purpose of this policy is to set out the authority, responsibility, and procedures for research activity at Algonquin College.

## **POLICY**

### **1. Role of Research at Algonquin College**

Applied research at Algonquin College will provide opportunities for faculty innovation, enhance student learning and employability, support economic development, foster technology transfer, and develop private sector partnerships.

### **2. Role of the Office of Applied Research**

Under the direction of the Director of Applied Research and Development, the Office of Applied Research will develop and support applied research and scholarly activity by Algonquin's faculty and students; administer grant and contract research activity; provide applied research; technology transfer and advisory services to the College's technical, business, and service communities; and join in partnerships, alliances, and joint ventures to support applied research activities with others who share our vision.

#### **2.1 General Responsibilities**

The Office of Applied Research is responsible for:

- a) Providing services to assist in developing Algonquin's research capacity. This includes locating funding support for research in the form of grants and contracts; liaising with other research institutions; assisting governments, industry, and other agencies sponsor research in the College; administering research grants and contracts, and assisting in technology transfer.
- b) Establishing strategic directions for the College research agenda.

- c) Ensuring that the College has appropriate research policies and that those policies are followed by all researchers.
- d) Keeping the College community informed of research policies and practices of governments and other research sponsors.
- e) Promoting the research capabilities of the College's students and faculty.
- f) Writing research proposals and funding applications.
- g) The protection and commercial exploitation of innovations arising out of College research.

## 2.2 Specific Responsibilities

- a) Assist College staff in pursuing strategic research goals.
- b) Develop and disseminate information on sources of external research funds, research project grants and contracts.
- c) Develop research links with other research institutions, government and the private sector.
- d) Develop appropriate research policies.
- e) Establish procedures for approval of applications for research grants and contracts from external agencies and bodies.
- f) Administer the College's research grants and contracts.
- g) Work with the Public Relations and Communication Department to ensure granting agencies receive appropriate acknowledgement in publications, announcements, events, and on equipment and facilities acquired with research funds.

## 3. Research Practices

- a) All research conducted at the College or using College facilities under an agreement with the College shall conform to the College research policies on integrity, human subjects, animal care, radiation safety, biohazards safety, ethics, conflict of interest, intellectual property and all other applicable policies.
- b) The College and its researchers will strive to obtain the greatest possible economic benefit for Canada from its research activities.

- c) All research at the College shall be conducted under a research agreement which includes specific language relating to intellectual property and commercialization.
- d) All researchers will disclose to the College intellectual property with commercial potential arising from research should they decide to pursue commercialization.
- e) No research or other study involving human subjects, animals, radiation or biohazards may be undertaken unless requirements listed in the appropriate College policies have been met, and the appropriate certificates of approval have been issued where required.
- f) All researchers will disclose any and all conflicts of interest as defined in College policies.
- g) Grant and contract funds are held in trust by the College and are not the property of any individual.
- h) Every application for research grants or contracts (new or renewal) from an external source must be reviewed by the Finance department and signed, by:
  - a. the applicant,
  - b. the appropriate administrators (Chair, Executive Dean/Dean/Director and Vice President),
  - c. the Director, Applied Research and Development, and
  - d. the President.
- i) Only the College itself has the legal authority to enter into contracts which are binding on the College; such contracts must be executed by the President of the College or a designate thereof.

#### **4. Research Grant Administration**

The Office of Applied Research shall:

- a) Assist College staff in the preparation of research grant applications.
- b) Interpret and clarify research grant awards, procedures and conditions.
- c) Receive research grant applications to review for conformity to the policies of the granting agency and the College.
- d) Approve the research application on behalf of the College in accordance with 3(h) above for forwarding to the Office of the President for approval and signature.

- e) Liaise with the Finance department to establish research accounts and auditable records.
- f) Validate research expenditures against approved budgets on a schedule that is in accordance with the granting agency's policies; reporting deviations from proposed activities or budgets to granting agencies while at the same time ensuring that signing authority for expenditures is consistent with the granting agency's guidelines.
- g) Track in-kind contributions of the College and industry partners and maintain auditable records.
- h) Report on the financial status of research projects.
- i) Maintain records of all research activities, funds received and distributed.

## **5. Research Contract Administration**

The Office of Applied Research shall:

- a) Assist College staff in the preparation of research contracts.
- b) Review research contract proposals for conformity to College policies.
- c) Arrange financial approval of research contracts.
- d) Approve the research application on behalf of the College in accordance with 3(h) above for forwarding to the Office of the President for approval.
- e) Liaise with the Finance department to establish research accounts and auditable records.
- f) Validate research expenditures against approved budgets on a schedule that is in accordance with the contracting agency's policies; reporting deviations from proposed activities or budgets to contracting parties while at the same time ensuring that signing authority for expenditures is consistent with the contracting agency's guidelines.
- g) Track College in-kind contributions and maintain auditable records.
- h) Report on the financial status of research contract projects.
- i) Maintain records of all contract research activities including funds received and distributed.

**6. Involvement of Students**

Protection of students engaged in research activities outside of their normal curriculum is essential.

- a) All students engaged in research activities outside of their normal curriculum must sign a research agreement which includes specific language relating to intellectual property, commercialization rights, research duties and terms of employment as applicable.
- b) Third parties engaging students in applied research projects must enter into a research agreement with the students which includes specific language relating to intellectual property, commercialization rights, student’s research duties and terms of employment as applicable.
- c) The Office of Applied Research shall maintain a record of such research agreements.

**RELATED DIRECTIVES**

- H2 – Integrity in Research and Scholarship
- H3 – Research Involving Humans
- H5 – Intellectual Property
- D11 – Conflict of Interest

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Vice President, Academic

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(original signed by)  
Executive Director,  
Strategy & Business Development