

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 12-1-01	# of pages - 6
	Originator:	Research Offices
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RESEARCH ADMINISTRATION		

PURPOSE:

To delineate the authority, responsibility, and procedures for various aspects of research activity at Confederation College.

SCOPE:

All Research Personnel who partake in research activities at Confederation.

INTRODUCTION:

Confederation College is dedicated to research and innovative activities that will support economic development of the community, improve program delivery and quality, serve to align practices to the Strategic Plan, and enhance professional development of faculty and staff. Research at the college includes applied research, academic quality assurance (AQA) research, institutional research, and scholarly research. Student research must be conducted under the supervision of a qualified staff supervisor.

Research is defined by the Canada Foundation for Innovation as the “attempt to discover new facts, knowledge, and information, to develop new interpretations of facts, knowledge or information, or to discover new means of applying existing knowledge”.

Applied Research is driven by external partners and conducted with the intent of solving a specific need or a problem by applying knowledge obtained from a research project.

Academic Quality Assurance (AQA) Research provides leadership and services for continuous quality improvement. Quality Assurance Research supports programs, academic policies, services and Schools and is guided by the Program Quality Assurance Process Audit (PQAPA) criteria and the need for continual improvement.

Institutional Research supports the continuing development and implementation of the College strategic plan, associated scorecard indicators, and college wide benchmarks.

Scholarly Research is conducted for a scholarly purpose (i.e., not industry driven). Scholarly research includes exploration into new and existing ideas and theories. Results from scholarly research can be used to guide creation of novel technologies and processes.

DEFINITIONS:

Term	Definition
Client	A College department, person, or third party (an external company, agency, person, institution, or organization) that seeks to and/or collaborates on research projects through the Office of Applied Research
Granting Agency	A private or public organization that provides financial support for research projects to private or public organizations.
Grant Application	A proposal developed with Research Personnel that is submitted to a Granting Agency with the purpose of obtaining funds for a research project.

Principle Investigator	The technical lead on a research project who may supervise students and other researchers as needed.
Research Agreement	A written agreement between the College and Client that outlines the terms, rights, and responsibilities of each party of a research project undertaken collaboratively between the College and the Client.
Research Contract	A funding agreement that defines the scope of the project and includes information regarding timelines of deliverables and payments, as well as information on confidentiality, intellectual property rights, and commercialization.
Research Personnel	All Confederation College employees, full-time and part-time, permanent or temporary; all students and volunteers working on Research Projects.
Research Project	A research endeavor that encompasses a set of activities designed to address a single question or objective or closely related research questions or objectives.

POLICY:

1. Role of Research at Confederation College

Research at Confederation College will provide opportunities for faculty innovation, enhance student learning and employability, support economic and community development, foster technology transfer, develop private sector relationships, enhance program quality and delivery, and encourage scholarly activity to enrich faculty knowledge.

2. Roles of the Offices of Research

a) Applied Research

Under the direction of the Director of Applied Research, the Office of Applied Research provides the leadership and services for the college in furthering the institutional priorities in research and innovation. The office will develop, coordinate, and support research activities by Confederation's faculty, staff, and students; seek and administer grants for research activities; and identify and secure appropriate partnership activities and alliances that support the College's research goals. The office works closely with other areas of the College involved in research activities, including offices responsible for labour market research, program development and quality assurance, industrial applied research, and academic divisions appropriate to individual research projects.

The Office of Applied Research works with other internal and external faculties at colleges, universities, industries, and government to:

- Develop College positions on major policy issues related to research;
- Provide leadership in identifying and developing strategic responses to major research opportunities and initiatives, and providing mechanism to facilitate them;
- Helps coordinate activities concerning local, provincial, and federal research projects and legislative matters related to research;
- Ensure oversight of laboratory programs and foster research collaborations between the campuses and the national laboratories;
- Oversee multi-campus (where appropriate) research units and programs;
- Enhance program quality and delivery;
- Demonstrate and advocate for the economic and social utility of research in the community, Ontario, and Canada.

b) Academic Quality Assurance Research

Under the direction of the Senior Manager, Academic Quality Assurance, Quality Assurance Research provides leadership and services for continuous quality improvement. Quality Assurance Research supports programs, academic policies, services and Schools and is guided by the Program Quality Assurance Process Audit (PQAPA) criteria and the need for continual improvement.

Quality Assurance Research will provide support by

- Conducting regular review and quality checks on programs;
- Conducting environmental scans that rely on internal and external stakeholders to support decision-making in new program developments;
- Participating in funded research projects that support programs, academic policies and services;
- Coordinating the administration and reporting of surveys for program review, academic policies, program delivery, academic services, professional development and quality checks;
- Collecting and reporting information to support planning and decision making.

c) Institutional Research

The office of Institutional Research works with internal and external stakeholders such as the Board of Governors, President, Senior Team, unions, associations and government to support the continuing development, implementation and administration of the Ministers Binding Policies and Operating Procedures, the Presidents Monitoring Reports and institutional level performance measurement.

The office of Institutional Research will provide support by:

- Supporting and advising senior administration through provision of effective analyses and insights based on a thorough understanding of the College and its external environment;
- Identifying opportunities to maximize revenues, improve outcomes and increase resource efficiencies;
- Leading the development and implementation of special projects critical to institutional planning;
- Overseeing data collection and evaluation of the College's strategic plan;
- Assisting where requested with all aspects of the Ministers Binding Policies, Operating Procedures and institutional performance measurement;
- Helping to define, collect, analyze, maintain and disseminate institutional research and data about the performance and effectiveness of all aspects of the College;

d) Scholarly Research

Scholarly research is conducted by faculty members and involves the investigation of topics in the individual's field. Scholarly research may or may not involve student participation. Though the College does not have an office specifically governing scholarly research, faculty members who engage in such research must adhere to the College's research policies and obtain permission from the REB. Additionally, the Offices of Applied Research, Academic Quality Assurance Research, and Institutional Research may offer guidance and assistance to faculty pursuing scholarly research activities.

3. Responsibilities of the Offices of Research

a) Research Development

The Offices of Research provide leadership and services in strategic research planning, including the sourcing of ideas, partners, and funding. It is responsible for promoting and building the capacity of Confederation College to conduct research activities to meet its' long term research objectives, facilitate community development, and enhance programs.

The Offices of Research are responsible for research policy development and updating. They develop external partnerships as appropriate with funders, associations, education institutions, and the private sector. The Offices coordinate the internal committees related to research, including the Research Ethics Board. The Offices establish procedures for approval of applications for research grants and contracts from external agencies and bodies. The Offices are responsible for keeping the College community informed of research policies and practices of governments and other research sponsors.

b) Research Services

The Offices of Research source, develop, administer, and report on research grant and contract proposals and resulting research projects. They develop and update databases for research, including the College web information about research. The Offices also coordinate research communication tools, and support research publications appropriate to the College's research activities and goals.

c) Applied Research

The Office of Applied Research administers applied research projects and funds that have been sourced and developed through the Office itself or through other College units, both academic and non-academic. The goal of applied research is to develop economic benefits and community development through the application or adaptation of science and technology (or new knowledge) to industry problems and goals. Also, results from applied research guide application of knowledge and information for the purpose of developing or improving products and services.

d) Academic Quality Assurance (AQA) Research

The Office of AQA Research conducts projects that have been sourced and developed through the Office itself, through other College units, or through the government. The goal of AQA research is to monitor and ensure academic and program quality. Results from AQA Research help guide administrative decision making.

e) Institutional Research

The Office of Institutional Research oversees projects that have been developed through the Office itself, through other College units, or through the government. The goal of institutional research is to analyze and understand how the College operates in regards to College policies and procedures and the Strategic Plan. Results from Institutional Research serve to develop and implement projects that guide institutional planning and operating.

f) Scholarly Research

The Offices of Research provide support and resources to faculty and staff who engage in scholarly activities. The Offices will assist college staff in pursuing research goals, assist in grant application for securing funds, and promote research capabilities of the College's students and faculty.

4. Publication of Research

Confederation College has no institutional constraints on the publication of research results. However, the College may agree to delay publication for no more than twelve (12) months from the date of completion of a project to allow a sponsor to file for patent protection. In addition, where a sponsor provides confidential data, the research will be published without identifiable reference to the confidential data.

5. Research Practice

- 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, and intellectual property.
- 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 contract 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 issued where required.
- f) Grant and contract funds are held in trust by the College and are not the property of any individual.
- g) Every application for research grants or contracts (new or renewal) from an external sources must be signed, in the following order:
 - a. By the applicant
 - b. The appropriate manager(s) (Chair, Dean, Director)

- c. The Director of Research (Applied Research, Academic Quality Assurance Research, Institutional Research)
 - d. The Vice President Academic
 - e. The President
- h) 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.

6. Research Grant Administration

The Offices of 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
- d) Approve the research application on behalf of the College for forwarding to the Vice President, Corporate Services and 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; reporting deviations from proposed activities or budgets to granting agencies
- g) Track College in-kind contributions and maintain auditable records
- h) Report on the financial status of research projects
- i) Maintain records of all research activities, funds received and distributed

7. Research Contract Administration

The Offices of Research shall

- a) Assist College staff in the preparation of research contract proposals
- b) Review research contract proposals for conformity to College policies
- c) Arrange financial approval of research contract proposals
- d) Approve the research application on behalf of the College for forwarding to the Vice President, Corporate Services and 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; reporting deviations from proposed activities or budgets to contracting parties
- 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

8. Involvement of Students

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

All students engaged in research activities outside their normal curriculum shall be conducted under a research agreement which includes specific language relating to intellectual property and commercialization rights.

Third parties engaging students in applied research projects must enter into a research agreement with the students which includes specific language related to intellectual property and commercialization rights.

The Offices of Research shall maintain a record of such research agreements.

RELATED POLICIES:

- 12-1-02 Intellectual Property
- 12-1-03 Responsible Conduct of Research
- 12-1-04 Research Involving Human Participants

- 10-01 Gifts In Kind
- 4-1-02 Conflict of Interest