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| Policy Name      | <b>RESEARCH</b>                                     |                          |              |
| Policy #         | <b>901</b>  | Category                 | 900 RESEARCH |
| Steward          | VP, External Relations,<br>International & Research | Date Approved            | July 1, 2023 |
| Next Review Date |   | Date Reviewed or Revised |              |

## **POLICY**

The College is a publicly-funded institution of learning and the institution and its employees must consistently and vigilantly act with the public interest in mind. To effectively manage Applied Research, a policy framework is needed to ensure that all applied research adheres to ethical and operational standards.

The purpose of this policy is to establish principles for maintaining high standards for research at the College.

## **PRINCIPLES**

1. The College supports a research approach which is a process of discovering, interpreting, applying, and disseminating new knowledge and is directed toward the enhancement and support of the College's programs, services, and learning environment. Those involved in research commit to the following:
  - 1.1 Involve students in research activities to provide them with new and enhanced opportunities for learning;
  - 1.2 Work to enhance the knowledge and experience of employees, and work to enhance the College's reputation;
  - 1.3 Strive to create enhanced learning environments through the enriched opportunities-oriented research provides;
  - 1.4 Establish collaborative, mutually beneficial arrangements and/or partnerships with local business, academic, governmental and non-governmental organizations wherever possible;
  - 1.5 Any work done will adhere to the highest ethical principles and standards.
  
2. To ensure human ethical standards have been met, all research activities involving human subjects must be vetted by either the Research Ethics Board (REB) or Internal Review Team (as deemed appropriate) prior to commencement to ensure human ethical standards have been met.

3. All research activities must receive appropriate College approval prior to the commencement of any research activities associated with the College.

## **SCOPE**

This policy applies to all college employees engaged in research.

This policy does not apply to ongoing information gathering activities that are related directly to the normal administering, evaluating or improving of an operation, program, service or activity.

## **DEFINITIONS**

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| Applied Research                  | Applied research is a systematic investigation and discovery of knowledge that results in an immediate and identifiable impact on the potential commercial, environmental, or social value of a technology.  |
| Applied Research Lead             | An administrative employee at the ARC responsible for preparing research grant applications, administering grants and guiding Research Personnel on grant usage. The Applied Research Lead is a key contact for external clients participating in Research Projects. |
| Collaborative Research Agreements | Collaborative Research Agreements (CRA) relate to written agreements between the College and Clients that delineate the terms, rights and responsibilities of each party of a research project undertaken collaboratively between the College and the Client.        |
| First Contact Form                | A form used to formally document a request from a Client to undertake applied research with the College.   |
| 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 for the purpose of securing funds for a research project or program.   |
| In Class Project (ICP)            | A Research Project conducted in a course as part of an academic program for which students receive academic credit. Professors generally are assigned such courses as part of their standard workload.   |

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| Letter of Support           | A document provided by the College to other institutions and clients indicating the College's support for a research proposal being submitted to a funding organization. The Letter of Support may indicate the contributions the College will provide in the event the proposal is successful.  |
| Principal Investigator      | A person assigned to be the technical lead on a research project; the person may also supervise students and other research persons as required.   |
| Research Personnel          | All College employees, full-time and part-time, permanent or temporary; and all students and volunteers working on Research Projects.  |
| Research Program            | A research endeavour that encompasses many projects funded through a single grant that is managed and disbursed by PARC.   |
| Research Project            | A research endeavour that encompasses a set of activities designed to address a single question or objective or closely related research questions or objectives.  |
| Research Volunteer          | Students or other persons who participate in ICPs or SAPs, but are not employed by the College nor receive academic credit.  |
| Research Ethics Board (REB) | The College does not presently have its own Research Ethics board. The College has entered an agreement with University of Regina and all policies, appeals and responsibilities of the board are mandated by the University of Regina.  |
| Standalone Project (SAP)    | A Research Project conducted outside of a course for which students are employed by the College and may receive academic credit (e.g. Co-op or field placement). Faculty are not engaged through a standard workload assignment, but through a release or as otherwise provided for by the Collective Agreement. Part-time faculty may also be employed by the College on these projects |

**PROCEDURE**

N/A

## **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

N/A

## **LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

- OPR E 02 Research Administration
- OPR E 03 Integrity in Research
- OPR E 04 Research involving Human Subjects
- OPR E 05 Intellectual Property

\*This policy was developed using policies from the following colleges, Algonquin College, Camosun College, Fleming College, NAIT, Olds College, and Saskatchewan Polytechnic. Their work is gratefully acknowledged.