



RESEARCH POLICY

Authorizer: Vice-President, Research

Version: V4

Effective Date: 9/11/2024

POLICY STATEMENT:

Conestoga College is committed to providing an environment conducive to the pursuit of scholarship, research and creative activity for its faculty, staff and students. The objective of this policy is to ensure that research undertaken at Conestoga and presented in Conestoga's name is of high quality and is approved, developed, and executed in a professional manner. It is also intended to minimize Conestoga's exposure to risk and ensure the appropriate use of Conestoga's resources.

1. All research at Conestoga College (whether externally or internally funded) must be approved before initiation. Approvals will be provided by applicant supervisor/s, (Manger, Chair, etc.), Executive Dean, and Vice-President, with notification of approval provided by the Office of Research Services.
2. All research at Conestoga College subject to this policy must follow established College procedures.
3. At Conestoga College, the Office of Research Services develops, implements, and provides oversight for the processes and procedures that ensure research projects and activities are conducted responsibly and with accountability.

Conestoga College holds all employees and students undertaking research projects responsible for upholding the principles for responsible conduct of research as documented in the *Research Integrity Policy*.

The processes for approval and execution of research projects are documented in the accompanying *Research Procedure*. Researchers must connect with the Office of Research Services prior to developing research projects or applying to research funding opportunities.

SCOPE:

This policy applies to:

- College employees who conduct research (with or without external funding).
- College employees who engage Conestoga students, external partner organizations, and/or external collaborators as part of a research activity.

- College employees who apply for external grants that provide funds or other resources to complete research projects and activities.
- College employees participating as a named collaborator on a research grant application being submitted by a lead institution which is not Conestoga, but where Conestoga resources will be used (employee time, equipment, space, etc.)

This policy does not apply to:

- Research projects and activities conducted as part of academic requirements (i.e. capstone and curriculum projects) or institutional research conducted by or with Institutional Planning, Analysis and Quality.

DEFINITIONS:

Office of Research Services: Office responsible for managing the financial and administrative aspects of research activities. Provides support to researchers for a variety of research tasks, including hiring, procurement, reporting, and compliance adherence. The ORS can be contacted by email (appliedresearch@conestogac.on.ca) or via the contact information on the Researcher Portal SharePoint site.

Research Project: Any non-curriculum-based research activity that is conducted by a College employee and may or may not engage Conestoga students, external partner organizations, or external collaborators.

Research Integrity Policy: Policy establishing that all research conducted must adhere to the ethical standards described in the Tri-Agency Framework: Responsible Conduct in Research (2021).

Supervisor: A College employee to whom a researcher directly reports.

RELATED DOCUMENTS:

Research Procedure

Research Integrity Policy

Research Integrity Procedure

Research Involving Animals, the Environment, or Hazardous Materials Policy

Student Rights in Research Policy

REVISION LOG:

November 2003	Initial release of policy.
August 2007	Previous version of the Applied Research Policy.
March 2013	Updated sections on definitions and process to properly reflect changes within applied research.

September 2014	Minor updates to texts and additions for clarification to definitions.
July 2024	Updated to reflect modified processes. Name changed from Applied Research Policy to Research Policy.
September 2024	Academic Forum Approval