



RESEARCH PROCEDURE

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PROCEDURE STATEMENT:

The objective of this procedure is to:

- Describe organizational protocols for obtaining approval for research projects and activities conducted at Conestoga College, as outlined in the Research Policy.
- Define practices to ensure effective operational oversight of research projects and activities in accordance with the Research Policy.

SCOPE:

This procedure 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 procedure does not apply to:

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

DEFINITIONS:

Institutional Approval for Research Form (IAR): An application form used by Conestoga College staff and faculty to seek permission to engage in research activities. Located on the Researcher Portal SharePoint.

Office of Research Services (ORS): Office responsible for managing the financial and administrative aspects of research activities. Provides support to researchers for various 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.

Researcher: College employee who is leading or participating in a research project (e.g. Principal Investigator, Co-investigator, Project Manager, Project Lead, Applicant, etc.).

Researcher Portal SharePoint: A Sharepoint communications site intended to provide up-to-date information and guidance on research opportunities and processes to all Conestoga College staff who wish to engage in research activities.

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.

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

RESPONSIBILITIES:

1. Researchers

- Follows established policies and procedures for the preparation and submission of requests to engage in research.
- Follows established policies and procedures for the execution of research as outlined in the Research Procedure and related documents.

2. Supervisors

- Reviews and provides the first level of approval for research projects and activities proposed or requested by their direct reports (via the Institutional Approval for Research Procedure).
- Ensures researchers/research teams have access to approved in-kind resources, e.g. facilities, staff time, etc.
- Ensures faculty and staff activities on funded research projects are commensurate with funding commitments and do not conflict with other responsibilities or College human resources practices.
- Ensures faculty and staff activities on research projects are conducted safely and ethically.

PROCEDURE ELABORATION:

Institutional Approval for Research Form (IAR) Procedure

It is the responsibility of all College employees intending to engage in research projects and activities (Researchers) to seek proper approval.

1. Researchers must prepare and submit a completed IAR application through the Researcher Portal SharePoint before applying to any research funding opportunities/grants or commencing any research activity.
2. Researchers may proceed with their proposed research opportunities or activities strictly upon approval of the IARF application.
3. Permission to proceed will require the approval of a Researcher's direct supervisor and Executive Dean/VP and will be reviewed by the Office of Research Services (ORS).

Initiation and Execution

1. When applying for external research funding, researchers must follow all established processes and procedures, as defined by the ORS and outlined on the Researcher Portal, for completing and submitting applications for research grant funding. The IAR must be completed in advance of applying for external funding.
2. Researchers must work in collaboration with the ORS to ensure that funder guidelines and College policies, processes, and procedures are followed in the execution of their research project.
3. Researchers are accountable for ensuring that the project deliverables identified in the research grant application or project plan are completed.
4. For projects within Research Centres, Research Centre Directors are responsible for ensuring all deliverables and check-ins are met, oversight for all other projects is provided directly by the ORS.

Agreements

1. Appropriate agreements must be established for any research project involving collaboration between the College and a community or industry partner.
2. Negotiation and execution of agreements related to research projects and funding will be managed by the ORS and must adhere to the Signing Authority Policy.
3. If a researcher is the official applicant for an externally funded opportunity, they must communicate the outcome of the application process to the ORS.

Reporting and Communications

1. Researchers must adhere to College protocols for financial and progress reporting, following guidance from the ORS and Finance, and comply with the reporting schedules set by the funder.
2. Material changes and potential risks that emerge during the research project must be communicated by researchers to the ORS.
3. Communication about research grant funding must adhere to grant funder communication restrictions, such as embargo periods and acknowledgement rules.
4. For purposes of quality improvement, research outreach, and metric collection, researchers must complete all ORS administered surveys and reporting requirements that pertain to the project.

RELATED DOCUMENTS:

Research Policy

Signing Authority Policy

Research Integrity Policy

Research Integrity Procedure

Research Involving Animals, the Environment, or Hazardous Materials Policy

Student Rights in Research Policy

REVISION LOG:

July 2024	Initial draft of procedure.
September 2024	Academic Forum Approval