

<b>Title of Policy</b>	<b>Research and Research Funding Administration</b>
<b>Policy Number</b>	7.1.1
<b>Category</b>	7 - Research
<b>Approval Body</b>	College Policy Committee
<b>Policy Sponsor</b>	Vice President Academic and Applied Research
<b>Operational Lead</b>	Manager, Applied Research and Innovation
<b>Approval/Effective Date</b>	April 2024
<b>Proposed Date of Review</b>	April 2029

## CONTEXT AND PURPOSE

College of the Rockies (the College) is dedicated to monitoring and ensuring that research and related academic endeavors involving its employees, students, equipment, or facilities adhere to ethical and moral standards within a context of clear accountability.

## SCOPE

This policy governs the administration of all research funds and related external grants greater than the Threshold Value where the activities are carried out using the College's facilities or resources.

This policy does not apply to ongoing information gathering activities that are related to the normal administration, evaluation, and improvement of an operation, program, service, or activity within the College.

This policy does not apply to grants for non-research activities.

## DEFINITIONS

**Academic Research:** Research that explores and extends the knowledge of a particular discipline or field of knowledge. This research may be internally or externally funded.

**Applied Research:** The systematic use of accepted scientific standards to develop practical solutions for real-world problems faced by companies, industry, or society including the development of enabling processes, products, and prototypes. Normally, these activities are funded by grants, sponsorships, or partnerships external to the College.

**Funder:** An organization or entity providing financial support for research-related activities.

**Grants and Fellowships:** External monies from third party funders to support research investigations and scholarly activities.

**Undergraduate Research Experience:** Research that occurs under rigorous faculty supervision as part of a for-credit course. Undergraduate research experiences may be part of a larger research project.

**Partner:** An external organization or entity participating in the research and/or providing support for research-related activities through financial or in-kind contributions.

**Research:** An “undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.”<sup>i</sup>

**Researcher:** Any student or employee at the College who is conducting research as defined above.

**Scholarship of Teaching and Learning (SOTL):** The systematic investigation and analysis of teaching methods and learning outcomes in higher education, aimed at improving educational practices through evidence-based research and reflection. This research may be internally or externally funded. SOTL is distinct from the activities of program quality assurance.

**Threshold Value:** The Threshold Value is the value at which the Policy applies. Projects, grants, or applications with values below the threshold value are not subject to the Policy. The current Threshold Value is specified in the accompanying Procedures.

## **POLICY STATEMENTS**

### **A. COLLEGE COMMITMENT TO RESEARCH**

- A. 1 College of the Rockies promotes research and external partnerships that align with our vision in order to promote scholarship, community connections and advancement, advancement of Indigenous Peoples, and enhance student learning and experience.

### **B. RESEARCH APPROVAL**

- B. 1 Applications for external funds, including renewals of prior awards, must be approved to ensure compliance with the policies and requirements of the College and any relevant partners, to affirm that the project fits within the scope of this policy and the College’s overall direction, values, and goals, and to identify potential safety, liability, or reputational issues.
- B. 2 Research projects can not commence prior to receiving written approval. See Section C.
- B. 3 Final approvals for all contracts are subject to the College’s Signing Authority Matrix for Service Contracts.

### **C. RESPONSIBILITY FOR TYPES OF RESEARCH**

- C. 1 Applied Research and Innovation
  - C. 1. 1 Applied research and innovation contracts and external grants are the responsibility of the Manager, Applied Research and Innovation and are negotiated by the Applied Research Office, in consultation with the external partners, researchers, and risk management office, on behalf of the College. All proposals, applications, and research related contracts will require approval of the Manager prior to submission and prior to start of the project.

C. 2 Academic Research and Scholarship of Teaching and Learning

C. 2. 1 Academic research and SOTL is the responsibility of the Dean, Innovation of Teaching and Learning. All proposals, applications, and research related contracts will require approval of the Dean prior to submission and prior to start of the project.

C. 3 Undergraduate Research Experience (or Course-based Research)

C. 3. 1 Undergraduate research experience is the responsibility of faculty and the Program Dean for the related program. All proposals, applications, and research related contracts will require approval of the Program Dean prior to entering into formal agreements with any external entities and/or granting agencies.

## **RELATED POLICIES AND SUPPORTING DOCUMENTS**

[7.1.3 Responsible Conduct of Research - Policy](#)

and [7.1.3 Procedures - Appendix A Complaint Process](#)

[7.1.2 Ethical Conduct for Research Involving Human Subjects - Policy](#)

and [7.1.2 Procedures](#)

[7.1.7 Ethical Review of Course-based Research Involving Human Participants - Policy](#)

and [7.1.7 Procedures](#)

[Policy 7.1.7 Ethical Review of Course Based Research Involving Human Subjects](#)

[Research Data Management](#)

[Signing Authority Matrix for Service Contracts](#)

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

[College and Institute Act \(gov.bc.ca\)](#)

[Tri-Agency Framework: Responsible Conduct of Research: The Interagency Advisory Panel on Responsible Conduct of Research \(PRCR\)](#)

[Freedom of Information and Protection of Privacy Act](#)