PROCEDURES

Title of Policy	Research and Research Funding Administration
Policy Number	7.1.1
Effective Date	April 2024

POLICY THRESHOLD VALUE

The Threshold Value is $2500 CDN. Grants and activities funded below the threshold value are not subject to Policy 7.1.1 All other policies regarding conduct and responsibility still apply. College fiscal policies govern the management of awarded funds.

STAFF GUIDELINES AND STEPS FOR APPLIED RESEARCH AND RELATED EXTERNAL GRANTS OR FELLOWSHIPS

Applied research projects and external grant-funded projects will generally follow this process to ensure consistency between projects.

A.   Project Discovery
Applied research projects and external grant ideas may develop by several routes including initiation by College of the Rockies staff, requests from the community (e.g., a company or a community partner), or through a student request.

Project ideas are brought to the Applied Research office at the idea stage. Early review allows for consideration of compliance with college policies and requirements, and allows for review of potential impact to other service areas such as Information Technology, Human Resources, Payroll, Purchasing, Finance, etc. Impacts on scheduling will also be considered in consultation with Deans.

The Applied Research Office will share the final approval checklist with the researcher at the project discovery stage.

B.   Project Development
The researcher will develop the project in partnership with the community research partner and the Applied Research Office. The researcher will receive approval from their manager or Dean with respect to scheduling, and resource plans related to the proposed project.

The Manager of Applied Research will ensure that projects are developed with comprehensive budgets including overhead if allowed by funding agency.

The Manager will also ensure financial, legal, regulatory, and grant-related requirements are included in the project.

C. **External Funding**
    Applications for external funds (including renewals of prior awards) are to be approved by the Applied Research Office. Every application for external funds including a complete application package must be provided to the Applied Research Office before the application can be considered and approved, ideally at least 15 working days before the external submission deadline. The College may refuse any award arising from an application not properly approved.

D. **Final Approval**
    Before projects receive final approval, researchers will receive a checklist by email to ensure certain requirements are met.

    Researchers will be informed by email with approval to begin project work.

STAFF GUIDELINES AND STEPS FOR ACADEMIC RESEARCH AND SCHOLARSHIP OF TEACHING AND LEARNING (SOTL) AND RELATED EXTERNAL GRANTS OR FELLOWSHIPS

Academic research and SOTL research projects and related external grant-funded projects will generally follow this process to ensure consistency between projects.

A. **Project Discovery**
    Academic research and SOTL research projects and external grant ideas are typically initiated by College of the Rockies employees. This is necessary before considering any application for funding.

    Project ideas are brought to the Dean of Innovation in Teaching and Learning and the Program Dean at the idea stage. This early review allows for consideration of compliance with College policies and requirements, and allows for review of potential impact to other service areas such as Information Technology, Human Resources, Payroll, Purchasing, Finance, etc. Impacts on scheduling will also be considered in consultation with the Program Dean(s) at this time.

    The Dean of Innovation in Teaching and Learning will share the final approval checklist with the researcher at the project discovery stage.

B. **Project Development**
    Researchers will develop their project in keeping with disciplinary standards, ethics, and college requirements. Consistent communication with the Deans is necessary. The researcher is responsible for following College policy and any external funders' requirements and standards. The researcher will receive approval from their manager or Dean with respect to scheduling, and resource plans related to the proposed project.

    The Dean of Innovation in Teaching and Learning will ensure that projects are developed with comprehensive budgets including overhead if allowed by funding agency.

    The Manager will also ensure financial, legal, regulatory, and grant-related requirements are included in the project.

C. **External Funding**
    Applications for external funds (including renewals of prior awards) are to be approved by the Vice President Academic and Applied Research. Every application for external funds including a complete application package must be provided to the Dean of Innovation in Teaching and Learning before the application can be considered and approved, ideally at least 15 working days before the external submission deadline.

    The College may refuse any award arising from an application not properly approved.

D. **Final Approval**
    Before projects receive final approval, researchers will receive a checklist by email to ensure certain requirements are met.

    Researchers will be informed by email with approval to begin project work.

GUIDELINES AND STEPS FOR UNDERGRADUATE RESEARCH EXPERIENCES INVOLVING APPLIED RESEARCH

Undergraduate research experience projects will generally follow a similar approach to project development and execution as other research projects to ensure consistency between projects. This is to ensure the Dean(s) and Manager of Applied Research consider relevant criteria.