

## 1 PREAMBLE

## 2 ESTABLISHMENT OF A RESEARCH CENTRE OR INSTITUTE

- 2.1 INITIAL REQUEST
- 2.2 PRELIMINARY PROPOSAL
- 2.3 FULL PROPOSAL
- 2.4 STRUCTURE AND GOVERNANCE
  - 2.4.1 Director
  - 2.4.2 Membership
- 2.5 SENATE APPROVAL
- 2.6 IMPLEMENTATION

## 3 LIAISON, REPORTING AND REVIEW PROCEDURES FOR A RESEARCH CENTRE OR INSTITUTE

- 3.1 LIAISON
- 3.2 REPORTING PROCEDURE
- 3.3 REVIEW PROCEDURE
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## 4 REQUESTS FOR MODIFICATIONS

- ## 5 TERMINATION
- 5.1 Appeals
  - 5.2 Appeals
  - 5.3 Self-Termination

## APPENDICES

APPENDIX 1: Guidelines for Proposal to Establish a Research Centre or Institute at the University

APPENDIX 2: Guidelines for the Preparation of Annual Reports for a Research Centres or Institute at the University

APPENDIX 3: Guidelines for the Preparation of Reviews of a Research Centres or Institute at the University

APPENDIX 4: University Responsibilities to a Research Centre-or Institute

APPENDIX 5: External Research Institutes

St. Thomas University (hereinafter referred to as the University) supports the establishment and continuing life of a Research Centre or Institute (physical or virtual). A Research Centre is an entity internal to the University which has research as its main focus. A Research Institute may be internal or external to the University. In addition to a primary focus on research, a Research Institute may have a broader educational function which can include teaching. This Policy [.]81./6(t)-2.9(1293 0 Td43.1( .9(o)-6.s)-1)-2.9(l)]T

President Academic and Research will then consult the Assistant Vice-President Research, who will provide information and advice to the applicants on how to proceed with a preliminary proposal.

In drafting the preliminary proposal, the applicants should provide sufficient detail about the merits and framework of the Research Centre or Institute to allow the The Vice-President Academic and Research and the Senate Research Committee to properly consider it. provides guidance to as to the content of the preliminary proposal. The level of detail submitted at this stage may be less than required for the final proposal. Consultation shall take place with other members of the University who would be directly affected by the creation of the proposed Research Centre or Institute. Faculty will be informed about the preliminary proposal and will have an opportunity to comment on the proposal. The Senate Research Committee may ask for elaboration, suggest modifications to the proposal and may then recommend either that the applicants proceed with their application or withdrawal of the proposal.

The full proposal prepared for consideration by the Senate Research Committee should be a revised and extended version of the preliminary proposal plus any additional documentation as deemed necessary. Material arising out of discussi TD(Th)5.2(e) Jpu710.5(-6( p)e1.7(s)Tw 5.31 Tc 03.2(r)-1t)-3(h)13.2(e)7.8( ap3-3(s)9.6(e)-3

A Research Centre

The Senate Research Committee will undertake its examination of a Research

The Vice-President Academic and Research may recommend termination of a Research Centre or Institute whenever:

- 1.

The term "Research Centre or Institute" may only be used at the University if this procedure is followed.

Proposals are submitted to the Vice President (Academic and Research) and are expected to include, identify or address the following:

- 1.

4. (statement of projected budget for at least three (3) years) which may include:
  - a) expenses: full time, part time, contract, research and/or student assistants;
  - b) community liaison;
  - c) facilities including space and infrastructure requirements;
  - d) in-kind support;
  - e) start-up funding;
  - f) research technical support (if required); and
  - g) communications support;
  - h) administrative support;
  - i) equipment and supplies;
  - j) travel;
  - k) program and activity costs;
  - l) expected internal and external funding; and

5.



2. a clear articulation of the goals and objectives, as well as an analysis of the extent to which these goals and objectives are being met;
3. any significant changes to the purpose or operations of the Centre or Institute since inception or last report
4. a full description of the activities of a Research Centre or Institute;
5. information on special strengths, and unique aspects or successes of a Research Centre or

5. Research Ethics Board review of any research projects involving human subjects being conducted by the Centre; and
6. Office of Research Services and Financial Services assistance with management of funds.

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Guidelines for proposals to establish a relationship between the University and External Research Institute shall include:

1. the process by which the External Research Institute will conform to all relevant policies and procedures of the University
2. the overall rationale for granting affiliation to the External Research Institute by the University, detailing the expected contribution of the External Research Institute to the mission, policies and activities of the University;
3. the degree to which the University is expected to participate in or contribute to the operation of the External Research Institute and an argument for proportionality of this participation or contribution in terms of the contribution of the External Research Institute to the mandate of the University;
4. a statement as to how the proposed External Research Institute will affect existing departments or Centres and/or Institutes within the University, both positively and negatively, and a plan to ameliorate any negative impacts identified;
5. expected period of affiliation with the University and a proposed review period; and if fixed term relationship, an exit strategy so as to minimize disruption to the University's activities;
6. plans for faculty affiliation with the External Research Institute;
7. a plan for the hiring of professional and technical employees by the External Research Institute, as these employees shall not be considered employees of the University;
8. a consideration of joint or honoree appointments provided that such appointments are for a limited term and fall within the University's collective agreements.
9. the possibility of appointments or secondments of University faculty and employees to an External Research Institute where such arrangements would be of mutual benefit. These arrangements

10. detailed expected plans for funding including the financing of an External Research Institute normally being based on a combination of core funding, grants, or contracts from community, business, or government sources;
11. plans for training of undergraduate and graduate students/undergraduate and graduate student funding;
12. the research requirements/goals for the implementation of the External Research Institute;
13. an explanation of governance structure/organization and the liaison point, staffing, liability, termination and reporting.