

## Terms of Reference: Research Cost Recovery Review Committee

### Role:

To review exceptions to the minimum indirect cost recovery rate of 25% of direct costs as per the Research Cost Recovery Policy RCH-030-005 and to make recommendations to the Vice President (Research).

### Responsibilities:

- Review the “Exceptions to Research Cost Recovery Rate” form and assess whether the researcher has made a compelling argument to modify the 25% minimum indirect cost rate. In their deliberations, committee members may take into account considerations including, but not limited to:
  - Ownership of equipment
  - Overall support or high volume of research funding from sponsor
  - High level of student training in the proposed funding agreement
  - Competitive pricing issues when compared with other research institutions
- Communicate recommendation to the Vice-President (Research) within five (5) working days of receiving the form.
- Recommend changes (as necessary) to the Research Cost Recovery Policy RCH-030-005 and associated forms based on experiences gained through evaluation of the requests

### Membership and Voting:

The following are ex-officio, voting members:

- Chair, Council Committee on Research
- Associate Vice-President (Finance)
- Associate Vice-President (Research)

The committee will be supported by the Director, Research Office, in a non-voting capacity.

### Frequency of Meetings and Manner of Call:

In most cases, the committee will review the “Exceptions to Research Cost Recovery” forms electronically, as they are received. The committee has the discretion to meet face to face and/or to consult with others as it deems necessary.

### Reporting:

The committee will report annually to the Vice-President (Research) and the Council Committee on Research on the requests received and recommendations made.