

**COUNCIL COMMITTEE ON RESEARCH
AGENDA**

Wednesday, January 13, 2016 at 10:00am-12:00pm
110.3 Paskwāw Tower

	Agenda Items	Materials
1	Introductions	
2	Approval of Agenda	
3	Approval of the Minutes of September 21, 2015	<i>Appendix A</i>
4	Chair's Report (A. Volodin) <ul style="list-style-type: none"> a. Update on Sub-Committee Members b. Representation of Associate Deans on CCR Subcommittees 	
5	Vice-President (Research) Report (D. Malloy) <ul style="list-style-type: none"> a. Guidelines for VPR Discretionary Funds b. Guidelines for SaskPower Funding (ENGG & SS) c. Cluster & Innovation Funding d. Internal Funding Eligibility for APT Researchers e. Update on Research Cluster Activity 	<i>Appendix B</i>
6	RTI Subcommittee Report (C. Butz)	<i>Appendix C</i>
7	RTF Subcommittee Report (R. Camp)	<i>Appendix D</i>
8	Draft Policy on Research Chairs (D. McMartin)	<i>Appendix E</i>
9	Other Business	
10	Adjournment	

CCR Sub-Committees	
Standing - CFI - NSERC Research Tools and Instruments - Research Trust Fund/Sabbatical Research Grant	Ad-hoc - Research Impact - Research Space Allocation - Terms of Reference

Distribution	
Dave Malloy, VPR Dena McMartin, AVP Armin Eberlein, Graduate Studies and Research Sally Gray, Director of ORIP Justin Longo, JSGSPP Nilgun Onder, Arts Ron Camp, Business Administration Andrea Sterzuk, Education Amr Henni, Engineering & Applied Science Kathleen Irwin, Fine Arts Darren Candow, Kinesiology & Health Studies Glenn Donnelly, Nursing	Cory Butz, Science Miguel Sanchez, Social Work Cara Bradley, Library Anna Mudde, Campion College Andrew Miller, First Nations University of Canada Mary Hampton, Luther College Christian Riegel, Director HRI Chris Somers, CRC Rep. Andrei Volodin, CHAIR, Math & Stats Joan Wagner, Nursing Jessica Butt, GSA

COUNCIL COMMITTEE ON RESEARCH

Minutes of the Meeting of
September 21, 2015 (AH 527)

Present: A.Volodin (Chair, Math/Stats), S.Gray (Research Office), D.Candow (KI), M.Sanchez (SW), D.Malloy (VPR), A.Eberlein (FGSR), R.Camp (BU), C.Bradley (LI), D.McMartin (AVPAR), A.Sterzuk (ED), C.Somers (CRC), C.Butz (SC), N.Onder (AR), G.Donnely (NU), J.Wagner (NU), M.Hampton (LU)

Resource: J.Speed (Research Office), recorder

Regrets: K.McNutt (JSGSPP), A.Miller (FNUniv), K.Irwin (FA), A.Henni (EN), C.Riegel (HRI), J.Butt (GSA)

1. Introductions

2. Approval of Agenda

Camp/Eberlein - *moved approval of the agenda.*

CARRIED

3. Approval of the Minutes of January 28, 2015

Once change was recommended:

Item 5. Tri-Council Leaders' Report

- There is a spelling mistake. It should read: "All applications to the SSHRC Insight Grants *must* submit a CCV."

Gray/Somers – *moved approval of the minutes.*

CARRIED

4. Chair's Report (A.Volodin)

a. Replacement of K.Montgomery's Position on CCR Subcommittees

- Filling the position of Chair for the Research Impact Subcommittee.
- N.Onder volunteers.
- Two or three people needed for a sub-subcommittee on Non-Traditional Research Impact. M.Spooner is part of committee, however, is not a member of CCR.

5. VPR Report (D.Malloy)

a. Directional Plan

- Developing a Directional Research Plan that focuses on research and research-related plans.
- Directional Research Plan should satisfy the same requirements as a Strategic Plan.
- Four step process for completion.
- VPR put forward as a motion, then open for discussion.

Sanchez – *moved approval of the motion.*

CARRIED

- Discussion involved the name of the Plan. Since other universities all name their Plan the Strategic Plan, concern was raised that although the new name might resonate at the U of R, it may confuse those outside of the University. Uniformity of the name was suggested to ensure the document is recognizable to other universities.
- The content of the Plan and the procedures to move it forward are supported by members of CCR.

Sanchez/Eberlein – *moved approval to amend title to Strategic Plan.* CARRIED

b. Update on Research Cluster Activity

- Sylvia Waterer will create brochures we can provide to external stakeholders about clusters.
- Health Equity Cluster has been renamed. The cluster's name has been changed and the content expanded to encompass a broader range and audience. Input was solicited on the name of the cluster. Initially, feedback suggested a separate, additional cluster; instead it was decided to expand on the original cluster. The new name is: Integrated Human Health: Equity, Disease and Prevention.
- Significant announcements regarding clusters will be coming in Fall.

6. Draft Policy on Research Chairs (D.McMartin)

- Looking to recommend policy to the Board.
- Policy defines the procedures for establishment and termination of Research Chairs, making significant distinctions between Research Chair and Research Chairholder.
- The Policy has been shared with HR and lawyers to ensure we're in accordance with employee agreements.
- The Policy is new, so includes having processes in place for allocation and establishment.
- Both VPs are owners of the Policy, however, the entire committee was in favour of the VPR being listed before the Provost on p.4 of the Policy, under Roles and Responsibilities.

7. Draft Written Process on Research Trust Fund (S.Gray)

- The written process reflects a change to how we administer the funds for the award, but nothing else regarding the RTF is changing. Faculty used to submit reimbursement claim forms through VPR's office, but now we administer the funds like other internal funding and open a new FOAPAL so that researchers are responsible for their own accounts.
- The RTF is defined under the Collective Agreement; faculty members can donate to the fund as well as apply to use funding.
- Bob and Murray, Research Financial Analysts, will be doing FAST training sessions so faculty can learn about monitoring accounts through FAST.

8. Canada First Research Excellence Fund (S.Gray)

- Results from last round of Canada First funding were surprising, as 5 grants were awarded, ranging between \$33 million – \$117 million. We altered our expression of interest based on this information and asked applicants to create a proposal to meet the parameters of a larger grant. We will be going forward with a re-application.

- Michelle Beitel, Research Office, sent a message to the research list as well as direct invitations asking researchers to help in the Fossil Fuels area, as well as the social, economic and political dimensions of capturing, storing and reusing carbon. These researchers will help move the proposal forward and shape it.
- The Letter of Intent is due at the end of October; the full application is due March 2016.

9. CFI Subcommittee Report (S.Gray)

- The CFI Subcommittee met twice regarding institutional allocations and putting applications forward.
- There will be further CFI John Evans Leadership funding in 2017, but we do not know our allocation yet.
- Call for NSERC RTI has gone out. Liz Vanderlinde, Research Office, will look after the process for the RTI.

10. Other Business

- None.

11. Adjournment

Butz – moved to adjourn.

CARRIED

Vice-President (Research) Discretionary Fund Guidelines

1. INTRODUCTION

These awards are made to promote research and scholarly work at the University of Regina for unique opportunities that fall outside the boundaries of other research award programs. The Vice-President (Research) has a small budget to fund such initiatives from sources such as indirect costs of research from contracts and residual NSERC and SSHRC funds.

Requests could include:

- SSHRC or NSERC expired balance requests
- Matching funds for external grants, such as SSHRC Partnership grants.
- Expenses necessary to meet regulatory requirements
- Intellectual property evaluation or development
- Funding for unique, time-sensitive opportunities

2. ELIGIBILITY

- All academic faculty members in permanent and probationary appointments are eligible to apply.
- The proposal may fall within any of the Tri-Council program areas.
- Awards are limited to 1 every 3 years.

Projects will not normally be considered if they could be funded through other internal opportunities, such as: President's Seed Research Grant; President's Publication Fund; Academic Conference Fund; Carbon Capture Utilization and Storage Fund; Research Cluster Fund and Non-cluster Fund; faculty travel grants, etc.

Financial contributions from the departments, faculties, research centres and other units should be sought in conjunction with a request to this Fund.

3. APPLICATION PROCEDURES

Applications may be submitted at any time and will be reviewed by the Senior Research Team once a month.

Application forms with further instructions are available from the Research Office or at [link](#) to grant app.

4. BUDGET

All expenses must be essential for the activities being proposed. These can include support for research personnel (wherever possible, students should be retained as research assistants); travel; specialized research supplies, equipment or software; dissemination; data sets; honoraria for research participants, patent costs and associated legal fees.

Generally funds will **NOT** be granted for non-specialized computer hardware or software, office supplies and equipment, training or completing degree requirements, course releases, activities undertaken prior to application to the fund, or activities that can be supported through other internal funding opportunities as noted above.

Financial contributions from departments, faculties, research centres and other units should also be sought.

Although no maximum size of grant is identified, applicants are advised to keep their budgets reasonable. It is expected that most awards will be less than \$25,000.

The adjudication committee may also set other maximum limits for funding projects as deemed necessary. Ineligible budget items will be removed, and the committee may reduce an award if parts of the budget are excessive.

SSHRC or NSERC expired balance requests may request part or all of the unspent funds remaining for ongoing research related to the original grant.

Intellectual property evaluation or development requests should be developed in consultation with the Manager, Partnerships.

4. CONSIDERATION OF APPLICATIONS

The adjudication committee is the Senior Research Team (Vice-President (Research), Associate Vice-President (Academic and Research), Dean of Graduate Studies and Research, Associate Vice-President (Resource Planning), Director, Research Office, and Project Manager, Office of the Vice-President (Research).

Applications for support of research projects that will be developed into research programs eligible for external support are given priority in the deliberations.

In allocating the funds, the committee will consider:

- the completeness and clarity of the application.
- the scholarly record of applicants.
- For those who have previously obtained an internal research grant, consideration will include external funding sought for that project.
- potential benefit to the University
- support from the Faculty/Department
- availability of funds

5. ADMINISTRATION

The Research Office will notify applicants about the results of their applications. Grants will be placed in separate accounts by the Research Office in the names of the recipient. Expenditures may be made only for those specific purposes authorized by the committee. All financial claims against the account (i.e., payrolls, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the appropriate Department or Dean.

Awards of matching funds for external grants are contingent on a successful application. If the external funding received is less than that requested, the award may be further reviewed by the committee to determine if it should be reduced.

Unused balances in research accounts will be recovered when no longer required for the original purpose or typically two years from the date that the grant was authorized. The committee may assign an expiry date beyond two years where warranted. Research accounts will be closed automatically and the funds reclaimed after two years unless a request for an extension of the grant is received.

Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

6. RESEARCH CERTIFICATIONS

An award may be conditionally granted pending receipt of approval from the appropriate committee where the research involves humans, animals, biohazards, radiation, etc. An applicant has six (6) months from notification of a conditional award to submit an application to the appropriate committee.

Awards will not be placed in an account until all required certifications have been obtained. For multistage projects where activities involving human participants (and/r their data) or animals will take place prior to ethics approval, a portion of funds to required for non-ethics related work may be requested.

7. REPORTING

Recipients of grants will complete a report for each award and submit it to the Research Office at the completion of the project or within two years of the time that a grant is authorized. These reports, which will be available on request to each committee member, are to describe the substantive results of the research for which the grant was made.

Subsequent applications for internal funding will not be accepted if a final report is outstanding.

Vice-President (Research) Discretionary Fund Application

Use Microsoft Office to complete, save and print this form.

Forward to the Research Office by email or hard copy for adjudication by the Senior Research Team

Research Project and Team		
principal applicant	dept/faculty/centre/institute	tenured/tenure track
co-applicant(s)	dept/faculty/centre/institute	
project title		
start date	estimated end date	amount requested
		\$
Indicate if aligned with a strategic research cluster(s) and/or areas of emphasis in the U of R Strategic Plan. ● <i>Indigenization</i> ● <i>Sustainability</i> ● <i>Water, Environment & Clean Energy</i> ● <i>Anxiety, Stress & Pain</i> ● <i>Health Equity</i> ● <i>Social Justice & Community Safety</i> ● <i>The Digital Future</i>		

Certifications/Approvals
Indicate if the project involves research with human subjects, animals or biohazards. Provide REB or PCAC numbers if applicable.

Rationale
These awards are made to promote research and scholarly work at the University of Regina for unique opportunities that fall outside the boundaries of other research award programs. Requests could include: <ul style="list-style-type: none"> • SSHRC or NSERC expired balance requests • Matching funds for external grants such as SSHRC Partnership grants. • Expenses necessary to meet regulatory requirements • Intellectual Property evaluation or development • Funding for time-sensitive unique opportunities Describe the unique opportunity presented with this grant and the project's alignment with the University's Strategic Plan.

Follow-up Funding
Applications for support of research projects that will be developed into research programs eligible for external support are given priority. What follow-up funding do you anticipate from this research endeavor? Provide the funding agency(ies), program(s), amount(s), and date(s) of the anticipated applications.

Previous Internal Funding
If applicable, please describe the substantive results of the research for which an internal research grant was awarded (e.g. U of R's SSHRC

General Research Grant/President's Fund or U of R Partnership Grant) and list the additional source(s) of funding you sought, including the funding agency, amount requested and date of application, and indicate if it was successful or not.

Budget

	amount (\$)	Justification Briefly explain the associated costs for each budget item and justify them in terms of the needs of the research project. For example, for student salaries indicate the rate of pay, time frame, and work to be undertaken.
personnel - students	\$	
personnel – non-students	\$	
travel	\$	
supplies and equipment	\$	
other (specify)	\$	
TOTAL FUNDS REQUESTED	\$	

Additional Funding

If you have, or are seeking, additional funds for this project, please indicate the funding source, amounts, and what activities or costs those funds will support. This is not intended for the follow-up funding, but activities related to this specific initiative.

Attachments

Attachments must be in the following format and cannot exceed the maximum page allowances for each section. Excessive pages will be removed.

- Times New Roman, 12 point font.
- Minimum margins of ¼"

Planned Activities

Describe your planned activities. This could include a research plan (key research questions; context/theoretical framework; method of approach; roles of team members, including students, dissemination plans; and timelines), commercialization analysis, or other plans as applicable. Maximum of three (3) pages.

References

Maximum of one (1) page.

CV and Scholarly Record

Attach a current CV, including research contributions for the applicant and co-applicants. It must be in one of the formats accepted for Tri-Agency funding below. If using the Canadian Common CVs, select [Preview] and submit the resulting pdf which will indicate "draft".

SSHRC Web CV
plus research contributions

webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA
and
webapps.nserc.ca/SSHRC/Instructions-Help/jg_instr_e.htm#ProgramResearchContributionUpload

SSHRC Canadian Common CV

www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx

CIHR Canadian Common CV

www.cihr-irsc.gc.ca/e/45641.html

NSERC Canadian Common CV

www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc_eng.asp

NSERC Form 100

www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp

	<u>plus</u> research contributions and http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/100/100_eng.asp
Faculty Support	To be completed by the Faculty and/or Department. Describe how the proposed research fits with the faculty strategic plan and indicate whether the faculty/department is providing any support (either cash or in-kind) towards the project. Maximum of one (1) page. Support from University-based Research Centres/Institutes will also be considered.
Peer Assessment	Optional assessment on the quality of the proposal can be included. The committee reserves the right to seek additional expert opinion. Maximum of one (1) page.

Signatures and Approvals

Approvals are required from the Department Head (if applicable) and Dean/Director (or designate) for the applicant and all co-applicants. Additional signature pages may be submitted if more convenient to demonstrate approvals in different units.

Applicant and Co-Applicants:

- have read the research proposal and agree to participate as a member of the research team as outlined;
- verify they have the necessary time and facilities to carry out the research;
- agree to comply with UofR policies and procedures and the terms and conditions of this funding program.

Principal Applicant - please print name	signature	date
Co-Applicant(s) - please print name(s)	signature(s)	date

Department Head and Dean (or Associate Dean or Director):

- have read the research proposal and agree that the award obligations can be fulfilled;
- verify that the applicant and/or co-applicant(s) have the necessary time and facilities to carry out the research;
- agree that resources identified in the proposal will be available to complete the project.

Department Head – please print name(s)	signature(s)	date
Dean or Associate Dean or Director – please print name(s)	signature(s)	date

For office use only:			
approved?	date	funding amount	fund source/FOAPAL
conditions			

Carbon-Capture Utilization and Storage & Clean Energy Research Grant Guidelines

1. Introduction

In 2011, SaskPower donated a gift of \$3,500,000 to support the creation and development of research initiatives and opportunities focused on Carbon Capture and Storage at the University of Regina. A portion of those funds has been reserved for research grants; these guidelines outline eligibility and procedures to be used to access the funds.

2. Eligibility

- All academic faculty members in permanent and probationary appointments at the University of Regina are eligible to apply.
- The proposal must investigate topics in carbon capture and storage.

3. Application Procedures

The deadline for application is March 1. One electronic copy must be submitted to the Research Office by the above deadline. Late or incomplete applications will not be accepted.

Applications must include:

- Current CV(s), including research contributions, for the applicant and co-applicants. The preferred format is the Canadian Common CV (select [Preview] and submit the resulting pdf which will indicate “draft”). Other formats acceptable to the Tri-Agencies will be accepted.
- Signatures of the Department Head (if applicable) and Dean (or designate) for the applicant and all co-applicants. Additional signature pages may be submitted if more convenient to demonstrate approvals in different units
- Attachments are only allowed for the identified sections (Research Plan and References) and must not exceed the maximum number of pages identified. They must be in Times New Roman 12 point font with minimum margins of 3/4”. Excess pages will be removed and will not be reviewed by the Committee.
- Applicants may supply an optional peer assessment (up to one page) which comments on the quality of the proposal. The Committee reserves the right to seek additional expert opinion.

4. Budget

Funds will normally be granted for:

Research Personnel

- Support for research personnel when it can be demonstrated that:
 - the activities will provide a valuable experiential learning opportunity, or
 - the personnel are essential to the completion of the project.
- Support for visiting fellows to participate in the research project;
- Clerical assistants will not normally be supported.

Travel

- Travel for research (e.g., visits to archives, libraries, or special research centres, field work, interviews) leading to the preparation of a publication or exhibition.
- Conference travel for researcher and graduate students to present research results if deemed essential by the review committee.

Supplies and Equipment

- Specialized research supplies, equipment, software

Other

- Expenditures necessary to undertake the research activity such as:
 - Data sets;
 - Honoraria for research participants and/or Elders contributing to the project;
 - Open access publication costs

Funds will NOT be granted for:

- Non-specialized computer hardware, non-specialized software, peripherals, etc
- Office supplies and equipment such as paper and ink cartridges.
- Aid to faculty members for training or completing Ph.D. and/or other degree requirements.
- Teaching release
- Travel or other activities completed **prior to application** to this fund.

5. Consideration of Applications

As per the agreement with SaskPower, applications are considered by the Vice-President (Research). The Vice-President (Research) will consult with the Dean of Engineering and Applied Science, the Dean of Arts, and the Dean of Science in reaching a decision.

In recommending the funds, the Committee will consider:

- The potential of the research program to contribute to the current carbon capture and storage research needs;
- the completeness and clarity of the application;
- the scholarly record of applicants.

6. Size of the Awards

The Committee may also set other maximum limits for funding projects as deemed necessary. Ineligible budget items will be removed, and the committee may reduce an award if parts of the budget are excessive.

7. Administration of Funds

The Research Office will notify applicants about the results of their applications. Grants will be placed in separate accounts in the names of the recipients. Expenditures may be made only for those specific purposes authorized by the Committee. All financial claims against the account (i.e., payrolls, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved as per University policy.

Unused balances in research accounts will be recovered when no longer required for the original purpose or two years from the date that the grant was authorized. Research accounts will be closed automatically and the funds reclaimed after two years unless a request for an extension of the grant is received.

Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

7. Research Certifications

An award may be conditionally granted pending receipt of approval from the appropriate committee where the research involves humans, animals, biohazards, radiation, etc. An applicant has six (6) months from notification of a conditional award to submit an application to the appropriate committee.

Awards will not be placed in an account until all required certifications have been obtained.

8. Reporting

Recipients of grants will complete an annual report for each award and submit it to the Research Office at the completion of the project or within two years of the time that a grant is authorized. These reports, which will be available on request to each Committee member, are to describe the substantive results of the research for which the grant was made. A copy of the report will be provided to SaskPower in recognition of their gift.

Subsequent applications will not be accepted until a report has been received.

9. Leveraging

Notwithstanding the original source of the donation, these are institutional funds, not industry funds. Therefore, they cannot be used as industry cash to leverage any external grant which requires industry cash as a match. They are suitable for leveraging as institutional funds, where applicable as per external grant guidelines.

Carbon-Capture Utilization and Storage & Clean Energy Research Grant Guidelines (NSERC-Eligible research topics)

Use Microsoft Office to complete, save and print this form.
Forward to the Research Office by email by March 1.

Research Project and Team		
principal applicant	dept/faculty/centre/institute	tenured/tenure track
co-applicant(s)	dept/faculty/centre/institute	
project title		
start date	estimated end date	amount requested \$

Contribution to CCS

Please indicate the contribution this research will make within the context of current CCS or Clean Energy research needs globally. (This description will be shared with SaskPower as part of the University's reporting requirements.)

Certifications/Approvals

Indicate if the project involves research with human subjects, animals or biohazards that requires certifications

Budget

	amount (\$)	Justification Briefly explain the associated costs for each budget item and justify them in terms of the needs of the research project. For example, for student salaries indicate the rate of pay, time frame, and work to be undertaken. Note – travel for dissemination may be considered by the committee if a compelling case is made.
personnel - students	\$	

personnel – non-students	\$	
travel	\$	
supplies and equipment	\$	
other (specify)	\$	
TOTAL FUNDS REQUESTED	\$	
Additional Funding If you have, or are seeking, additional funds for this project , please indicate the funding source, amounts, and what activities or costs those funds will support.		

Attachments

Attachments must be in the following format and cannot exceed the maximum page allowances for each section.

- Times New Roman
- 12 point font
- Minimum margins of 3/4"

Research Plan	Describe your research plan. Include your objectives/key research questions; context/theoretical framework; method of approach; roles and responsibilities of team members, including students, proposed forum for dissemination of results; and timelines. Maximum of four (4) pages.
References	Maximum of one (1) page.
CV and Scholarly Record	Attach a current CV, including research contributions for the applicant and co-applicants. The preferred format is the Canadian Common CV (select [Preview] and submit the resulting pdf which will indicate "draft").
Peer Assessment	<u>Optional</u> assessment on the quality of the proposal can be included. Maximum of one (1) page.

Signatures and Approvals

Approvals are required from the Department Head (if applicable) and Dean/Director (or designate) for the applicant and all co-applicants. Additional signature pages may be submitted if more convenient to demonstrate approvals in different units.

Applicant and Co-Applicants:

- have read the research proposal and agree to participate as a member of the research team as outlined;
- verify they have the necessary time and facilities to carry out the research;
- agree to comply with UofR policies and procedures and the terms and conditions of this funding program.

Principal Applicant - please print name	signature	date
Co-Applicant(s) - please print name(s)	signature(s)	date

Department Head and Dean (or Associate Dean or Director):

- have read the research proposal and agree that the award obligations can be fulfilled;
- verify that the applicant and/or co-applicant(s) have the necessary time and facilities to carry out the research;
- agree that resources identified in the proposal will be available to complete the project.

Department Head – please print name(s)	signature(s)	date
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Dean or Associate Dean or Director – please print name(s)	signature(s)	date
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Carbon-Capture Utilization and Storage & Clean Energy Research Grant Guidelines (Social Sciences/Humanities research topics)

Use Microsoft Office to complete, save and print this form.
Forward to the Research Office by email by March 1.

Research Project and Team		
principal applicant	dept/faculty/centre/institute	tenured/tenure track
co-applicant(s)	dept/faculty/centre/institute	
project title		
start date	estimated end date	amount requested (maximum \$5,000) \$

Contribution to CCS

Please indicate the contribution this research will make within the context of current CCUS or Clean Energy research needs globally. (This description will be shared with SaskPower as part of the University's reporting requirements.)

Certifications/Approvals

Indicate if the project involves research with human subjects, animals or biohazards that requires certifications

Budget

	amount (\$)	Justification
		Briefly explain the associated costs for each budget item and justify them in terms of the needs of the research project. For example, for student salaries indicate the rate of pay, time frame, and work to

		be undertaken. Note – travel for dissemination may be considered by the committee if a compelling case is made.
personnel - students	\$	
personnel – non-students	\$	
Travel	\$	
supplies and equipment	\$	
other (specify)	\$	
TOTAL FUNDS REQUESTED	\$	(maximum \$5,000)

Additional Funding

If you have, or are seeking, additional funds for **this project**, please indicate the funding source, amounts, and what activities or costs those funds will support.

Attachments

Attachments must be in the following format and cannot exceed the maximum page allowances for each section.

- Times New Roman
- 12 point font
- Minimum margins of 3/4"

Research Plan

Describe your research plan. Include your objectives/key research questions; context/theoretical framework; method of approach; roles and responsibilities of team members, including students, proposed forum for dissemination of results; and timelines.

Maximum of four (4) pages.

References

Maximum of one (1) page.

CV and Scholarly Record

Attach a current CV, including research contributions for the applicant and co-applicants. The preferred format is the Canadian Common CV (select [Preview] and submit the resulting pdf which will indicate “draft”).

Peer Assessment

Optional assessment on the quality of the proposal can be included.

Maximum of one (1) page.

Signatures and Approvals

Approvals are required from the Department Head (if applicable) and Dean/Director (or designate) for the applicant and all co-applicants. Additional signature pages may be submitted if more convenient to demonstrate approvals in different units.

Applicant and Co-Applicants:

- have read the research proposal and agree to participate as a member of the research team as outlined;
- verify they have the necessary time and facilities to carry out the research;
- agree to comply with UofR policies and procedures and the terms and conditions of this funding program.

Principal Applicant - please print name	signature	date
Co-Applicant(s) - please print name(s)	signature(s)	date

Department Head and Dean (or Associate Dean or Director):

- have read the research proposal and agree that the award obligations can be fulfilled;

- verify that the applicant and/or co-applicant(s) have the necessary time and facilities to carry out the research;
- agree that resources identified in the proposal will be available to complete the project.

Department Head – please print name(s)	signature(s)	date
Dean or Associate Dean or Director – please print name(s)	signature(s)	date

Report to CCR
Natural Sciences and Engineering Research Council of Canada (NSERC)
 November 2015

Research Tools and Instruments Grant (RTI) subcommittee

On October 8, 2015, members of the RTI internal review committee, Cory Butz, Amy Veawab, and Nilgun Onder, met to review applications for the 2016 competition. A total of six applications were submitted for the internal competition. The University of Regina has a quota of 5 applications for the 2016 NSERC RTI competition.

Applicant	Title/Equipment	NSERC Request
RECOMMENDED		
Amr Henni (ENG)	<i>A Refrigerated Potentiostat for the Measurement of Corrosion Inhibition by Ionic Liquids</i>	\$68,160
Rene Mayorga (ENG)	<i>A Platform for Intelligent Human-Complex System Interaction/Interface</i>	\$35,033
Josef Buttigieg (SC/BIOL)	<i>Atmospheric Control Units</i>	\$45,266
Tanya Dahms, Mohan Babu, Josef Buttigieg (SC/BIOC/BIOC/BIOL)	<i>405nm Laser Diode for Zeiss 780 Laser Scanning Confocal Microscope</i>	\$43,561
Aram Teymurazyan, Zisis Papandreou, George Lolos (SC/PHY)	<i>Silicon Photomultiplier Arrays for Imaging in Plants</i>	\$97,168
NOT RECOMMENDED		
Lei Zhang (ENG)	<i>Guided Waves Ultrasound Testing Equipment for Long Distance Pipeline Inspection</i>	\$132,103

In addition, two University of Regina researchers, Dr. Mauricio Barbi and Dr. Roman Tacik, are listed as Co-Applicants on a Sub-atomic Physics RTI application that is being submitted by the University of Alberta. This is a separate program, and is not included as part of the regular RTI allocation.

November 5, 2015
 Prepared by: L. Vanderlinde, RO

**Report to CCR from
Research Trust Fund Subcommittee
January 2016**

On November 26, 2015, the subcommittee of Ron Camp and Andrea Sterzuk reviewed and approved one application to the Research Trust Fund, awarding a total of \$3,500.

Applicant	Project	Purpose	Request	Awarded
Shadi Beshai (Psychology)	<i>Emotional Regulation and Culture: The Effectiveness of Cognitive Reappraisal and Acceptance among Aboriginal Students</i>	Student assistance (\$1,575) Equipment (\$2025)	\$3,500	\$3,500

\$7,383.89 – Balance of Research Trust Fund, including this commitment.

Submitted by: R.Camp and A.Sterzuk
Prepared by: J.Speed, Research Office

Research Chairs (DRAFT)

Number:	RCH-0XX-00X
Audience:	All members of the University's research community
Last revised:	
Owner:	Provost and Vice President (Academic) and Vice President (Research)
Approved by:	Board of Governors
Contact:	Vice President (Research) – 306-585-5184

Introduction

This policy applies to all employees (faculty, staff, and student employees) of the University's research community. The role played by Research Chairs in creating and mobilizing knowledge through research excellence is highly valued by the University of Regina. The University is committed to ensuring the highest standards of research in its community as may be recognized through the creation and renewal of Research Chairs.

This policy supports strategic, coherent, and principled selection of candidates and research areas that advance the strategic priorities of the University.

Definitions

- **Chairholder** – an employee of the University who holds a Research Chair
- **Chairs Secretariat** – is responsible for the day-to-day administration of the Canada Research Chair program
- **Research** – includes scholarship, research, and creative or equivalent professional activities
- **Researcher** – an employee or student of the University who is engaged in research; one who performs diligent and systematic inquiry into a subject to discover or revise facts, theories, etc.
- **Research Chair** – an honorary title bestowed by the University as a signal to internal and external parties that a researcher has been recognized for research excellence in a targeted discipline or research area
 - **Canada Research Chair (CRC)** – an employee of the University who holds a CRC as a result of a Government of Canada initiative; institutions receive an allocation of Research Chairs based on the amount of research funding received from the Tri-Council
 - **Endowed Research Chair** – an employee of the University whose research is supported by an individual and/or corporate partners and/or professional or disciplinary associations. Endowed Research Chairs may be created to recruit, retain, and recognize renowned researchers in sponsored disciplines or research areas
 - **Faculty Research Chair** – an employee of the University whose research is supported by a University Faculty. A Faculty Research Chair may be created, as funds permit, to support research of strategic importance to the University and to enhance recruitment and retention of faculty whose research expertise is of strategic importance to the University
 - **Industrial Research Chair** – an employee of the University who holds targeted NSERC funding to support development and engagement in major research endeavours of interest to industry
 - **Sponsored Research Chair** – sponsored and named by individual and/or corporate partners and/or professional or disciplinary associations for a defined duration that is governed by the amount of funding

available and activities included in the professorship. Sponsored Chairs that include a research focus are administered under the same conditions as a Research Chair.

- **Research record** – data, results, or facts that are a result of scientific or academic inquiry (research); includes, but is not limited to, research proposals, notes, laboratory records (electronic and physical), abstracts, theses, progress reports, internal reports, presentation material, journal articles, and publications.
- **Sponsor** – the funding agency or entity who provides financial support for the creation and maintenance of a Research Chair
- **Tri-Council** – CIHR (Canadian Institutes of Health Research), NSERC (Natural Sciences and Engineering Research Council of Canada), and SSHRC (Social Sciences and Humanities Research Council of Canada)

Policy

A Chairholder's academic freedom is not affected by holding a Research Chair and will be upheld by the University in the same manner as for all academic staff of the University.

Establishment and Allocation of Research Chairs

1. Establishment and allocation of Research Chairs are the prerogative of the University and are intended to support and promote the University's strategic research goals and for reinforcing recruitment and training of graduate and highly qualified personnel.
2. A new Research Chair will be established with the authorization of Senate on the recommendation of Council with approval of the Board of Governors when funding for the Research Chair is made available from external or internal sources, such as when the University receives a new CRC from the Government of Canada or an industry partner provides funding for the creation of a titled, Sponsored, Endowed, or Faculty Research Chair.
3. When an existing Research Chair becomes vacant, the Vice President (Research), the Provost and Vice President (Academic), and the Associate Vice President (Academic and Research), and the relevant Dean(s) will determine the general research area of the Chair. Depending on the source of funds and conditions of sponsorship, Faculties and Academic Units will be invited to submit letters of intent (LOIs) demonstrating the strategic impact of allocating a Research Chair in a given area.
4. For allocation of a new Research Chair specifically designated by an external sponsor, targeting a specific research expertise, discipline, profile or candidate for a Research Chair, the establishment of the Research Chair shall be authorized by Senate on the recommendation of Council with approval of the Board of Governors and the allocation process will include consultation with the relevant Deans and Academic Unit head(s) and will follow Collective Agreement provisions for designation of a Research Chair to a currently employed faculty member.
5. An externally funded Research Chair is not permanently allocated to a specific research area, Faculty, Academic Unit, or Research Centre/Institute at the University unless such condition has been clearly stipulated by the external sponsor at the time of establishment of the Research Chair, and that stipulation has been agreed to by the Senate on the recommendation of Council with approval of the Board of Governors.
6. If an existing externally funded Research Chair becomes vacant due to resignation, retirement, nonrenewal, or any other reason, the Research Chair position reverts to the University pool and the internal allocation process described in the Processes will be followed. Similarly, an externally funded Research Chair position shall revert to the University pool should no candidate accept a given nomination.

Nomination and Appointment of Research Chairs

7. The University will use its allocation of CRCs primarily to recruit new researchers and will endeavour to create and/or access opportunities for other Research Chairs to recognize researchers who currently hold faculty appointments at the University.
8. Nomination of an external candidate to a Research Chair will involve the recruitment of the candidate to the University with the nomination to the Research Chair to follow at the appropriate time. In the recruitment process, all interested candidates will be notified that the position is related to a Research Chair and all conditions related to the Research Chair designation will be clearly outlined.
9. The procedure for the recruitment and appointment of faculty members is defined and governed by the Collective Agreement and Human Resources policies and processes.
10. The authorization to fill an allocated externally funded Research Chair may be revoked and the Research Chair reallocated if:
 - the search process is not completed because of delays outlined in the Processes section of this document
 - the candidacy is not approved by the external sponsorTo reallocate an externally funded Research Chair, the internal allocation process will be followed.

Formal Designation of Research Chairs

11. To obtain an externally funded Research Chair designation (e.g., CRC or IRC), the selected candidate must comply with the respective program requirements and agency guidelines. The agency grants the approval and the formal designation.
12. In the case of a Research Chair allocated to a research area that crosses Departments or Faculties, the individual must receive a primary appointment in one academic unit.
13. Other Research Chair designations may be granted at the discretion of the University, based on the priorities or requests of sponsors, whether internal or external.

Terms, Conditions, and Support of Research Chairs

14. A Research Chair will normally hold a full-time tenured or tenure track appointment at the University while the Research Chair designation is in effect.
15. Externally sponsored Research Chairs are subject to the terms and conditions of their awards as defined by the external sponsor. In the case of CRCs, the terms and conditions of institutional support are outlined in the Processes section of this document.
16. Internally sponsored Research Chairs are subject to the terms and conditions of their awards as defined by the internal (usually a Faculty in collaboration with the Provost's Office and with support from the Research Office) sponsor.
17. Normally, the University will support a request to extend the term of Research Chairs for Chairholders who take a leave (other than a sabbatical) from the University.
18. Determination of budgets for Research Chairs is negotiated between the respective Dean and Chairholder per research funding and supports, and subject to funding agency guidelines.

Discontinuation and Termination of Research Chairs

19. Research Chairs may be discontinued by agreement between the University (upon authorization of Senate on the recommendation of Council with approval of the Board of Governors) and the Sponsor, whether internal or external. In such cases, the Chairholder will present a plan to the Faculty Dean, Vice President (Research) and

Provost and Vice President (Academic) for the phasing out of the Research Chair with special consideration being given to the implications for students and the highly qualified personnel involved in the Research Chair's activities.

20. Designation of the title, *Research Chair*, may be terminated when:

- The status of the faculty appointment is changed to a non-eligible status as defined by the type of Research Chair (i.e., if the eligibility criteria outlined by the University and Sponsor are not met due to a change in a Chairholder's employment status – generally, a Chairholder holds a full-time, tenured or tenure-track faculty appointment at the University)
- The outcome of the performance evaluation is unsuccessful or the Chairholder is terminated in accordance with the provisions of the Collective Agreement
- The Chairholder is non-compliant with the policies and rules of the external sponsor or the University
- The funding for the Research Chair is fully expended or no longer available

The procedure for the termination of a Research Chair designation is outlined in the Processes.

Roles and Responsibilities

Board of Governors

The University Board of Governors has purview under the University of Regina Act to approve establishment of new Research Chairs or discontinuation of existing Research Chairs upon recommendation from Senate.

Senate

The University Senate has purview under the University of Regina Act to authorize establishment of new Research Chairs or discontinuation of existing Research Chairs with approval from the Board of Governors. Proposals to establish new Research Chairs are presented to Senate by Executive of Council.

President and Vice Chancellor

The President and Vice Chancellor is responsible for working with the Vice President (Research) and Provost and Vice President (Academic) in the identification of new opportunities and requirements for discontinuation of Research Chairs and presents motions from Executive of Council to the Senate and Board of Governors.

Vice President (Research)

The Vice President (Research) is responsible for identifying opportunities and making recommendations to the Council Committee on Research for approval of establishment and allocation, nomination, designation, evaluation and renewal, and discontinuation of Research Chairs in consultation with the Provost and Vice President (Academic) to the President and Vice Chancellor.

Provost and Vice President (Academic)

The Provost and Vice President (Academic) works collaboratively with the Vice President (Research) and the Associate Vice President (Academic and Research) to identify the general disciplinary focus of new Research Chairs and is responsible for outlining required academic credentials and accomplishments required for candidates to be considered.

Executive of Council

The Executive of Council is responsible for making recommendations to Senate and the Board of Governors on the establishment and allocation, nomination, evaluation, and discontinuation or termination of Research Chairs within the procedures as outlined in this policy.

Council Committee on Research (CCR)

The CCR is responsible for making recommendations to Executive of Council on the establishment and allocation, nomination, evaluation, and discontinuation or termination of Research Chairs within the procedures as outlined in this policy.

Research Office

The Research Office provides support and advice based on best practices, legislation, and contractual agreements. The Research Office supports the Vice President (Research) and provides guidance on matters related to Research Chairs and will also support the work of the CCR for those processes and procedures as designated.

Donor Relations

Donor Relations provides support and identifies external opportunities for the creation and allocation of Research Chairs. Staff work collaboratively with the Vice President (Research) and the Research Office to build relationships with potential external sponsors and in the development of sponsorship agreements.

Faculty Research Committees or equivalent

Members of Faculty Research Committees are responsible for identifying and preparing letters of intent (LOIs) and nominations for strategic allocation of Research Chairs at the University. Faculty committees will similarly be involved with the evaluation of Research Chair performance, renewal applications, and termination of designation.

Research Chairs

Research Chairs are responsible for understanding and complying with this policy, complying with any specific conditions under which the Chair has been established, and taking responsibility for their research, meeting performance criteria, and submitting all reports required for review, renewal, and completion of terms.

Processes

(1) Externally Funded Research Chairs

Internal Allocation, Nomination and Formal Designation of Research Chairs

The procedure for internal allocation of new, vacant, or vacated Research Chairs to an academic/research unit and the designation of a candidate will follow the processes outlined herein. New Research Chairs shall be established under the authority of Senate and with approval of the Board of Governors.

Call for letters of intent (LOIs):

When an externally funded Research Chair is available, the Office of the Vice President (Research) will notify the Faculties as to the type, level, and any special conditions related to the Research Chair. Deans or their designate (usually the Associate Dean, Research) will coordinate submission of LOIs from their academic/research units. LOIs are expected to identify a strategic area for establishing a Research Chair and the profile of a potential Chairholder by addressing:

a) Rationale for the Research Chair allocation

- research strengths in the proposed field
- expected ability to leverage additional resources
- contribution to the creation and mobilization of knowledge through training of graduate students and highly qualified personnel, outreach activities and interdisciplinary collaboration, and potential of attracting a high-caliber candidate

b) Description of the research environment

- existing critical mass of research or, if an emerging area, the potential for building critical mass
- research environment within the academic/research unit

c) Strategic Research Plan

- expected impact on the research profile of the academic/research unit and the University
- demonstration of fit with the University's Strategic Research Plan, including recognition of or alignment with signature research clusters of the University
- positioning of the University with respect to the Research Chair in the Saskatchewan/Canada context

Candidates for CRC nominations are not expected to be identified and presented at the LOI stage since CRCs at the University of Regina are intended to target only external recruits. The recruitment process of new faculty members must be conducted in accordance with the Collective Agreement and HR policies and processes.

All Research Chair LOIs should address equity with the four designated groups: women, persons with a disability, Aboriginal Peoples, and visible minorities (required per CRC Secretariat).

Research Chair Nomination

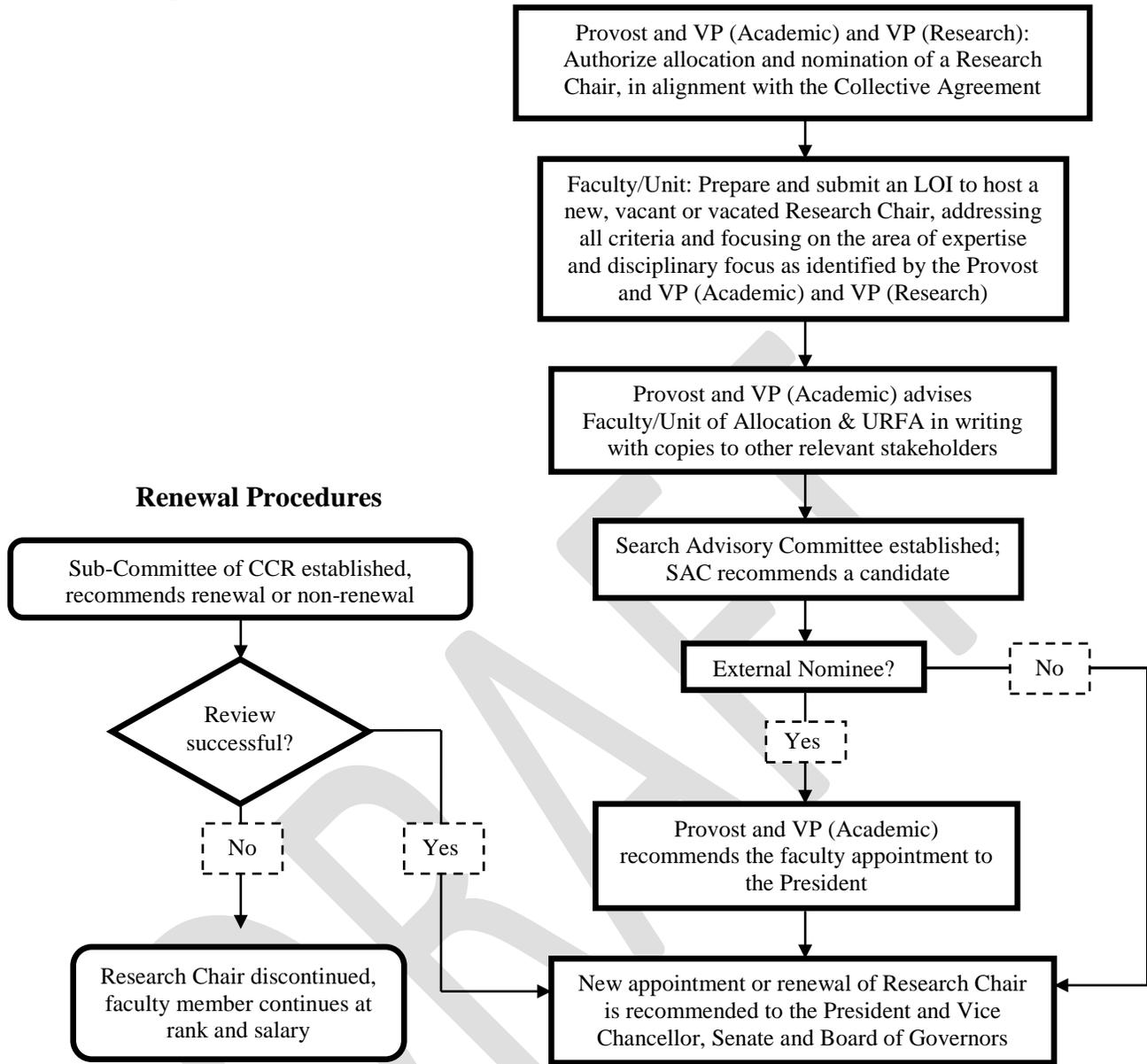
When a Research Chair is allocated to an academic/research unit, a candidate will be identified and nominated to the Research Chair in accordance with the Collective Agreement and HR policies and processes. The process for nomination depends upon whether the candidate is a new recruit or has a faculty appointment at the University, the type of chair and how a nomination is evaluated.

Research Chair Designation

The formal designation of the Research Chair is conditional upon the approval of the nomination and the relevant external designation processes.

External designation (i.e., CRC and IRC) is completed following the Faculty search process for an external candidate. The recruitment and appointment of faculty members are defined and governed by the Collective Agreement and Human Resources policies and processes.

The terms and conditions of the Research Chair are governed by the external sponsor and the University.



Special Conditions for Endowed or Sponsored Research Chairs

The procedure for internal designation of a candidate for new, vacant, or vacated Endowed or Sponsored Research Chairs for which specific objectives and expertise have been identified by the Sponsor will follow the processes outlined herein.

Sponsor-Driven Conditions

When a sponsor indicates interest in the creation of an Endowed or Sponsored Research Chair, Donor Relations, the Provost and Vice President (Academic) and Vice President (Research) will work collaboratively to negotiate the terms and prepare the agreements for creation of the Research Chair in alignment with the Collective Agreement.

- a) For Sponsor-Identified Candidates: a new, vacated or vacant Research Chair is specifically designated by an external Sponsor, targeting a specific research expertise and ideal candidate from the existing faculty complement for delivering that specific research expertise.
- b) For Undesignated Candidate: a new, vacated or vacant Research Chair is specifically designated by an external Sponsor, targeting a specific research expertise, discipline, or candidate profile for delivering that specific research expertise.

Establishment of a Research Chair

Establishment of a new Research Chair and allocation of a vacant or vacated Research Chair must be approved by the Vice President (Research) and Provost and Vice President (Academic), as well as the President and Vice-Chancellor and Board of Governors.

Research Chair Designation

The agreements for terms and conditions of the Research Chair will be drafted collaboratively by Donor Relations and the Research Office.

All Research Chair appointments must include a statement about how the Chair aligns with supporting a representative, addressing equity with the four designated groups: women, persons with a disability, Aboriginal Peoples, and visible minorities.

The formal designation of the Research Chair is conditional upon the approval of the nomination and the relevant external designation processes. Designation of a candidate will take place in accordance with the Collective Agreement and HR policies and processes.

Donor Relations Responsibility

Contact made with Sponsor, who confers with Donor Relations to identify terms, conditions, discipline or research area, and other relevant expectations for the Chair or Professorship

Sponsor confirms terms of establishment

Provost and Vice President (Academic) and Vice President (Research) Authority

Provost and VP (Academic) and VP (Research) authorize establishment of a Research Chair, specify the name and area of the Chair, source of funding, expected category of the position, and any special conditions associated with the appointment, and in alignment with the Collective Agreement

For Undesignated Faculty or Candidate

For Collaboratively Identified Internal Expert / Sponsor-Identified Candidate

Provost and VP (Academic) and VP (Research) invite submission of LOIs from Faculties and Academic Units

Provost and VP (Academic) advises URFA in writing with copies to other relevant

Search Advisory Committee established; SAC recommends a candidate

External Nominee

No

Yes

Provost & VP-A recommends the faculty appointment to the President

Recommendation for or Renewal of Research Chair appointment to the President, Senate and Board of Governors

Renewal Procedures

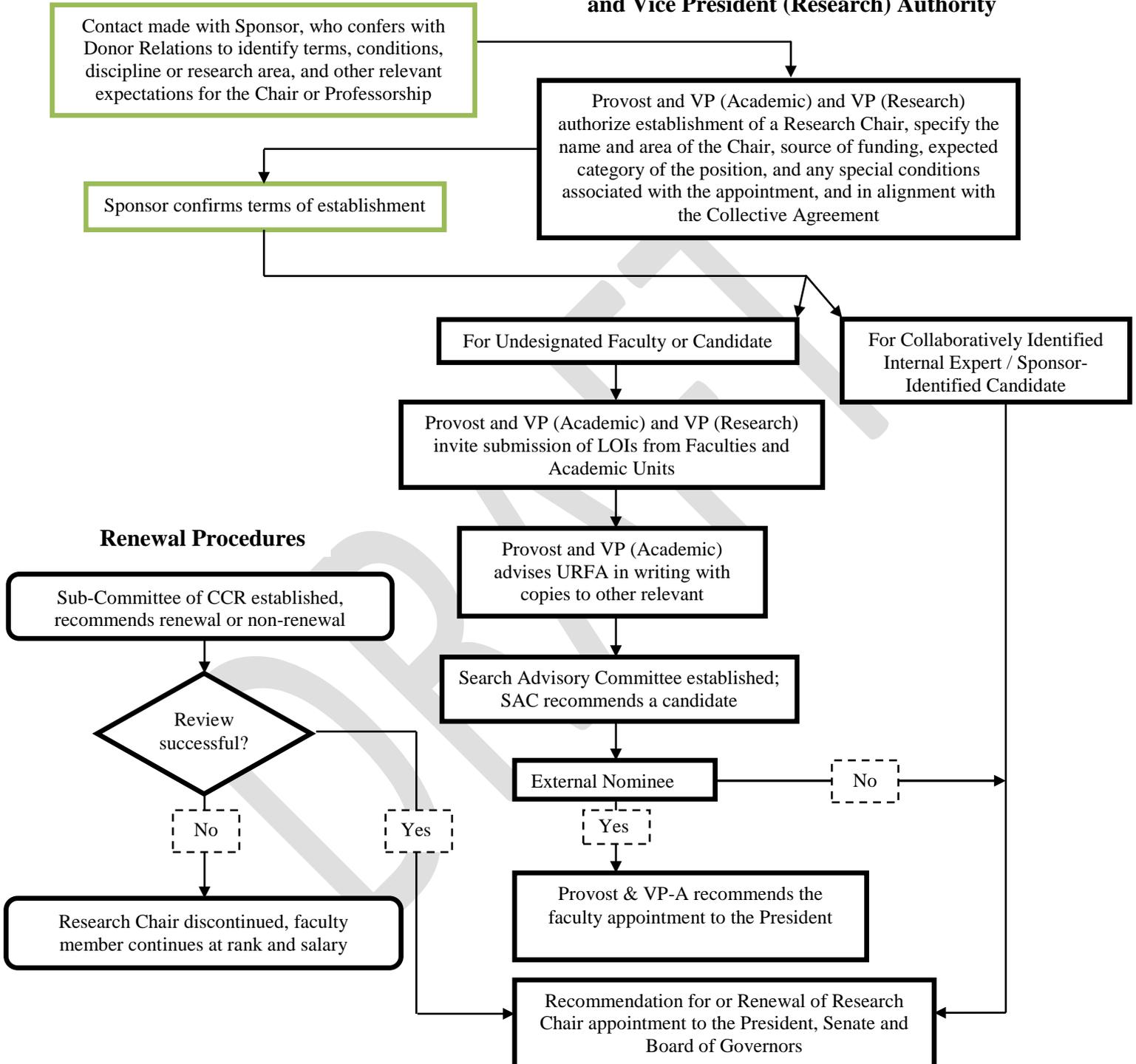
Sub-Committee of CCR established, recommends renewal or non-renewal

Review successful?

No

Yes

Research Chair discontinued, faculty member continues at rank and salary



(2) Internally Funded Research Chairs

The procedure for internal designation and funding of a candidate for new, vacant, or vacated Faculty Research Chairs for which specific objectives and expertise have been identified by the Faculty Dean, Provost and Vice President (Academic), and Vice President (Research) will follow the processes outlined herein. New Research Chairs shall be established under the authority of Senate and with provision of the Board of Governors.

Faculty-Established Conditions and Expectations

When a Faculty indicates interest in the creation of a Faculty Research Chair, the Provost and Vice President (Academic) and Vice President (Research) will work collaboratively to determine the terms and conditions for said Research Chair and prepare the agreements for creation of the Research Chair in alignment with the Collective Agreement.

A new, vacated or vacant Faculty Research Chair will be specifically designated targeting a specific research expertise that is of strategic importance to the University and an ideal candidate from the existing faculty complement for delivering that specific research expertise.

Establishment of a Faculty Research Chair

Establishment of a new Faculty Research Chair and allocation of a vacant or vacated Research Chair must be approved by the Vice President (Research) and Provost and Vice President (Academic), as well as the President and Vice-Chancellor and Board of Governors.

Research Chair Designation

The agreements for terms and conditions of the Research Chair will be drafted collaboratively by the Faculty, in consultation with the Provost and Vice President (Academic), and the Research Office.

All Research Chair appointments must include a statement about how the Chair aligns with supporting a representative, addressing equity with the four designated groups: women, persons with a disability, Aboriginal Peoples, and visible minorities.

Designation of a candidate will take place in accordance with the Collective Agreement and HR policies and processes.

(3) All Research Chairs

Reporting, Evaluation and Renewal of Research Chairs

- Annual reporting is required of all Research Chairs.
 - The Research Office will coordinate the format, submission deadlines, and requirements for inclusion in annual reports.
 - Additional requirements for annual reporting of externally sponsored Research Chairs are governed by the rules of the external sponsor.
- Mid-term review is required of all Research Chairs and will be coordinated by the Research Office in collaboration with Faculty Research committees.

- Research Chairs that are renewable after a completed term must undergo an internal performance evaluation.
 - Each Faculty will establish a committee at least 12 months prior to the external renewal application deadline to review the renewal package assembled by the Research Chair.
 - The Faculty committee recommendation will be submitted to the Vice President (Research) and Council Committee on Research at least 6 months in advance of the external renewal application deadline.
 - The renewal package will include annual reports, outcomes of the mid-term evaluation, and any other additional and applicable evidence to support renewal.
- Following a positive recommendation from the Council Committee on Research to the Vice President (Research):
 - An externally sponsored Research Chair may proceed with the development of the renewal dossier. A successful renewal nomination by the external sponsor will result in the continuation of the Research Chair designation.
 - An Endowed or Sponsored Research Chair will be considered renewed and will receive a letter of appointment stating the terms and conditions of the upcoming term.
- Following a negative recommendation by the Council Committee on Research, the Vice President (Research) confers with the Provost and Vice President (Academic) and the Chairholder's dean or director to confirm the Committee's recommendation and either return the Research Chair to the University pool, per policy, or mandate a second review of the Research Chair performance evaluation.

Discontinuation and Termination of Research Chairs

The following describes the procedure for the discontinuation of Research Chairs as well as the termination of the Research Chair designation.

Discontinuation of a Research Chair:

A Research Chair may be discontinued by mutual agreement between the University, as authorized by Senate on the recommendation of Council with approval of the Board of Governors and a Sponsor. The discontinuation may be due to the withdrawal or lack of sufficient funds by the Sponsor or other reasons.

The University may consider limited support during the phase-out period in order to ensure that existing student commitments are met. As a result, the Chairholder must present a plan for the phasing-out of the position, with special consideration being given to the implications for the students involved in the Research Chair's activities. The Chairholder retains their pre-existing academic appointment at their existing rank and salary level, excluding the stipend from the Research Chair.

CRCs Eliminated by the Chairs Secretariat

If an institution's performance decreases relative to other institution to the extent that the institution's Chair allocation is reduced through the re-allocation process, the Chairs Secretariat will reclaim the lost Chair allocations. The institution can choose, in consultation with the Secretariat, to give back unoccupied Chairs or to use a deactivation funding mechanism using a sliding scale of decreasing support (100–50–0 per cent) on active Chairs.

CRC allocations eliminated prior to completion of a full term due to reallocation by the Chairs Secretariat require that the University of Regina terminate an existing CRC position. In that event, the Chairholder whose CRC is terminated will be granted an extension of all teaching load provisions and Faculty research support, at the discretion of the relevant Dean or Director. The institutional stipend and research portion will be terminated. Chairholders will retain their titles until the end of their existing terms.

<http://www.chairs-chaire.gc.ca/program-programme/allocation-attribution-eng.aspx>

Determination of the CRC whose term shall be terminated in the event of elimination by the Chairs Secretariat will be completed at the discretion of the Vice President (Research) who will consider time remaining in the existing terms of all CRCs, research performance and funding status of all CRCs, and potential for converting CRCs into other existing or emerging Chairs positions.

Termination of a Chairholder's Designation as *Research Chair*:

A Chairholder may, at any time, voluntarily relinquish a Research Chair designation. In this case, a written notice shall be sent by the Chairholder to the Faculty Dean who shall ensure that the Office of the Vice President (Research) and the Research Office are informed.

A Research Chair's designation may be terminated by the University if any of the following situations apply:

- a) The status of the faculty appointment is changed to a non-eligible status as defined by the chair type.
Eligibility criteria for Chairholders are governed by the University and the Sponsor. In general, a Chairholder holds a full-time, tenured or tenure-track faculty appointment at the University. If the faculty appointment changes (i.e. from full-time to part-time or adjunct), the Chairholder might not be eligible to continue holding the Research Chair designation and the designation will be terminated as of the date of the status change. The same applies if a Chairholder leaves the University.
- b) The outcome of the Research Chair's performance evaluation is unsuccessful or if the Research Chair is terminated in accordance with the Collective Agreement and/or relevant HR policies and processes. Based upon the outcome of the performance evaluation for renewal, the CCR, in consultation with the Faculty committee, may decide not to renew the Research Chair. In cases of non-renewal, the Chairholder will relinquish the Research Chair at the end of the term. The Chairholder retains a full-time academic appointment at the existing rank and salary level, excluding the stipend from the Research Chair. In addition, if the Chairholder is terminated from the University in accordance with the Collective Agreement, the term as Research Chair shall terminate simultaneously.
- c) The Chairholder is non-compliant with the regulations set by the University or by the Sponsor. There are two aspects of compliance that impact a Research Chair:
 - (i) compliance related to academic performance and/or
 - (ii) compliance with the regulations outlined by the University and the Sponsor.

Any compliance issues raised during annual reporting or mid-term review will be monitored in the following annual report. Two consecutive unsatisfactory evaluations may be grounds for ending the Research Chair designation. If the Faculty considers terminating the designation of a Research Chair during a term, a written justification shall be submitted to the Vice President (Research). In the spirit of conciliation, the Vice President (Research) may convene all parties involved and seek advice from the CCR to propose a plan for either the realignment of the Research Chair or the phasing out of the Research Chair activities.

Non-compliance with the regulations outlined by the University or the Sponsor or the Collective Agreement may result in the freezing of funds for the Research Chair. Fraudulent use of funds or other forms of academic, scholarly, or research misconduct are sufficient grounds for the University to terminate the Research Chair designation without notice. In addition, the University will promptly report any fraudulent use of funds to the appropriate authorities and implement internal processes for academic, scholarly, and research integrity.

The grievance provisions of the Collective Agreement shall apply to the termination of a Research Chair's designation by the University.

When a Research Chair designation is terminated, the University will contact the Sponsor to inform them of the termination. If the Research Chair is still available to the University, it will become vacant and the internal procedure for a new nomination will be initiated in accordance with the allocation process.

The termination of a Canada Research Chair is governed by the CRC program Secretariat's administrative guidelines, acknowledging that University regulations supersede all other factors concerning the faculty appointment of Research Chairs.

Related Information

- [University of Regina 2015-2020 Strategic Plan](#)
- [GOV-022-025 – Research/Scholarly Misconduct](#)
- [RCH-020-005 – Care and Use of Animals](#)
- [RCH-020-010 – Ethics – Research with Humans](#)
- [GOV-022-010 – Conflict of Interest and Conflict of Commitment](#)
- [Tri-Agency Framework: Responsible Conduct of Research](#)
- [Chairs Secretariat](#)

DRAFT