COUNCIL COMMITTEE ON RESEARCH
Thursday 1 April 2021 – 2:30 to 4:00 pm

AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Items</th>
<th>Lead</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 pm</td>
<td>Approval of Agenda</td>
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<tr>
<td>2:32 pm</td>
<td>Approval of Meeting Minutes from March 4, 2021</td>
<td></td>
<td>Appendix 1</td>
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<tr>
<td>2:35 pm</td>
<td>Chair’s Report</td>
<td>Al-Anbagi</td>
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<tr>
<td>2:40 pm</td>
<td>VP Research Report</td>
<td>McNutt</td>
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<td>2:45 pm</td>
<td>Indigenous Research Showcase Update</td>
<td>Gray</td>
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<tr>
<td>2:50 pm</td>
<td>Covid-19 Return to Research Subcommittee Update</td>
<td>Al-Anbagi</td>
<td>Appendix 2</td>
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<tr>
<td>2:55 pm</td>
<td>Website Redesign Project Update</td>
<td>Sawa/Stecyk</td>
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<tr>
<td>3:10 pm</td>
<td>Cost Recovery Policy RCH-03-005</td>
<td>Gray</td>
<td>Appendix 3</td>
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<tr>
<td>3:20 pm</td>
<td>Business Arising</td>
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<tr>
<td>3:22 pm</td>
<td>Next Meeting – May 6, 2021</td>
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<tr>
<td>3:25 pm</td>
<td>Adjournment</td>
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CCR Subcommittees

Standing
- CFI

Ad-hoc
- Research Impact
- Terms of Reference
- Covid-19 Return to Research

Distribution

Kathy McNutt, VP Research
Chris Yost, AVP Research
Aziz Douai, Graduate Student & Research
Sally Gray, Director, Research Office
Raymond Blake, Arts
Lisa Watson, Business Administration
Twyla Salm, Education
Raman Paranjape, Engineering & Applied Science
Jim Farney, Johnson-Shoyama Graduate School
Larena Hoeber, Kinesiology & Health Studies
Christine Ramsay, Media, Art & Performance
Joan Wagner, Nursing

Cory Butz, Science
Gabriela Novotna, Social Work
Kaetlyn Phillips, Library
David Meban, Campion College
Nathalie Reid, Luther College
Bettina Schneider, First Nations University of Canada
Sandra Zilles, CRC Rep.
Nathalie Reid, CTRC
Irfan Al-Anbagi – Council Member (Chair of CCR)
Sheila Hirani, Nursing
Sheila Petty, Council Member, MAP
Shrinath Manoharan, Graduate Student Association

Guest
Shalyn Sawa
Therese Stecyk

Join Zoom Meeting
https://uregina.ca.zoom.us/j/96360125358?pwd=Y3hXT0lQUnVTUDjBRVZQWUhBY1JpQT09
Meeting ID: 963 6012 5358
Passcode: 246872
COUNCIL COMMITTEE ON RESEARCH
Minutes of the Meeting of
Thursday 4 March 2021
2:30 – 4:00 pm

Present:  I Al-Anbagi (Chair), R Blake, C Butz, A Douai, J Farney, S Gray, S Hirani, G Novotna, R Paranjape, S Petty, K Phillips, C Ramsay, N Reid, T Salm, B Schneider, J Wagner, L Watson, C Yost, S Zilles

Regrets:  L Hoeber, K McNutt, D Meban, S Manoharan,

Resource:  L Todd

APPROVAL OF AGENDA
Ramsay/Douzi

Moved that the agenda be approved as presented.  CARRIED

APPROVAL OF MEETING MINUTES FROM FEBRUARY 11, 2021
Petty/Hirani

Moved that the minutes from February 11, 2021 be approved as presented with the correction of one small typing error.  CARRIED

CHAIR’S REPORT

I Al-Anbagi advised that the Post-COVID 19 impact Subcommittee met on February 23rd. They will provide an update at the April CCR meeting. They are looking forward to receiving further input from the Associate Deans of Research. He advised that NSERC and other university bodies are looking at the impact of return to work after Covid.

VICE-PRESIDENT (RESEARCH) REPORT

C Yost provided an update in K McNutt’s absence. He reminded everyone that the CRC call has gone out. They are accepting all applications; no rankings from faculties.
They have requested letters of intent for two 2-tier chairs.

The CFI letters deadline closed; received 8 submissions. The subcommittee, which includes members from CCR, will decide which ones move forward.

INDIGENOUS RESEARCH REPORT
S Gray advised the next event is Kinesiology and Health Studies on March 10. They have six events on the Research Showcase webpage. She reminded everyone to connect with the Research Office if they are planning any events. S Gray advised that there are challenges when communicating with the community; we need to create awareness.

CIFAR CHAIR IN AI
S Zilles left the meeting.

C Butz reviewed the proposal with CCR members. Discussion took place and CCR endorsed the activities and partnership.

Butz/Yost

| Moved that the Council Committee on Research recommends approval of Sandra Zilles as the Canada CIFAR Artificial Intelligence Chair in the Faculty of Science, University of Regina. | CARRIED |

WEBSITE REDESIGN PROJECT UPDATE
The agenda item has been postponed to the April CCR meeting as the presenters were unable to attend. A Douai advised that he met with the website team. The new website is mobile and user friendly; there is a research focus on the home page. The roll-out will take place in fall.

NEW BUSINESS
C Yost advised that the Animal Care Policy passed at Executive of Council.

ADJOURNMENT
J Wagner moved that the meeting be adjourned at 3:00 pm.
Exceptions to Recovery of Indirect Costs

Please attach a copy of your proposal and budget. You can add more pages if you need to include additional information. When complete, submit to research.office@uregina.ca

<table>
<thead>
<tr>
<th>RESEARCH PROJECT</th>
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<tbody>
<tr>
<td>Principal Investigator</td>
<td>Faculty and Department</td>
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<tr>
<td>Project Sponsor</td>
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<td>Project Title</td>
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<tr>
<td>Total Direct Costs</td>
<td>Minimum Indirect Costs at 25% of Direct Costs</td>
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| RATIONALE |

Please provide details to justify an exception to the minimum overhead rate of 25% to be recovered.

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<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Principal Investigator</td>
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<tr>
<td>Dean of Faculty or Director of Research Centre agreeing to the loss of indirect cost revenue</td>
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Result at Indirect Cost Committee meeting:

<table>
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<tr>
<th>Date of meeting:</th>
<th>Decision:</th>
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Research Cost Recovery Review Committee

Terms of Reference

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.
Research Cost Recovery

Number: RCH-030-005  
Audience: All University employees, external research sponsors  
Issued: October 2006  
Last revised: March 31, 2015, March 4, 2019  
Owner: Vice President (Research)  
Approved by: Board of Governors  
Contact: Director, Research Office - 306-585-4775

Introduction

This policy sets out the authority, responsibility and procedures for the recovery of all costs related to externally sponsored research projects at the University.

Definitions

- **CAUBO** — Canadian Association of University Business Officers
- **CAURA** — Canadian Association of University Research Administrators
- **Direct Costs** — the costs that are attributable to a specific research project, except where the funding sponsor specifically defines direct costs. Another term for direct costs is variable costs. Examples include student salaries, travel costs, supplies.
- **Indirect Costs** — the costs of research that cannot be easily and accurately traced to a single project or activity because they are jointly incurred by numerous research projects and activities going on in an institution at the same time and therefore must be apportioned to each project according to its usage of the institution's facilities and services (estimated to be 40-60% of Direct Costs). Examples include fire insurance on a building, utility bills and the use of central services. (http://www.statcan.gc.ca/pub/88-001-x/2011003/technote-notetem02-eng.htm)
- **Indirect Cost Recovery Rate (ICRR)** — the rate of cost recovery set by the University’s Board of Governors (25%)
- **Research Funding Agreement** — an agreement by which an external entity provides funds to the University to be used for a specific research project. Terms used by funders vary and include but are not limited to: grant, contract, contribution agreement, technical services agreement, invoice-invoicing agreement, including evaluation, testing or analysis, or consulting agreement.
Policy

A 2013 study by the Canadian Association of University Business Officers (CAUBO) and the Canadian Association of University Research Administrators (CAURA) concluded that universities incur indirect costs at a rate of 40-60% of the direct costs of research. Research is one of the three fundamental pillars of the University, along with teaching and public service. The University undertakes research and scholarship to expand human knowledge and support social, environmental, and economic development. The intent of this policy is to support research by providing some relief to the 40-60% of real costs by moving to a lesser but reasonable and competitive Indirect Cost Recovery Rate (ICRR).

Indirect Cost Recovery Rate

- All research funding agreements must include an allowance for the University Indirect Cost Recovery Rate at a minimum rate of 25% of direct costs. Wherever possible, the ICRR rate should be incorporated into each line item, and not displayed separately.

The ICRR rate shall not apply to:

- Tri-Council Agency grants that do not include a special budget section for indirect costs, as these funding agencies have made alternative arrangements with the University to reimburse its indirect costs not including the matching portion of partnership programs where a partner commits a cash contribution to the research; reimburse indirect costs of research through the Research Support Fund Program. On programs like the New Frontiers in Research Fund and others that have a section for claiming indirect costs, they must be included.

- Sponsors Research funding programs that have specific published indirect costs rates that are applied to all Canadian universities.

Indirect Cost Distribution

- The indirect costs recovered pursuant to this policy will be distributed as follows:

  - For research not administered by a University-based research centre/institute:
    - Office of the Vice-President (Research) – 50%
    - Principal Investigator's Faculty/Research Centre or Institute – 50%

  - For research administered by a University-based research centre/institute:
    - Office of the Vice-President (Research) – 50%
    - Research Centre/Institute – 50%
If researchers from more than one Faculty is are involved in a research project, the Faculty portion of the indirect costs recovered will be shared in proportion to the proposed allocation of work.

A Faculty Faculties Research Centres or Institutes may choose to should normally allocate a portion of their percentage of the indirect costs recovered to the Principal Investigator or other researchers on the project.

The Vice-President (Research), Faculties, and Research Centres or Institutes will regularly report on the use of indirect costs recovered.

Roles and Responsibilities

Financial Services

- Financial Services will arrange for the transfer of indirect costs recovered to the VPR and the appropriate Faculty/Centre/Institute.

Individual Researchers

- Individuals who are seeking external research funding must include the applicable indirect cost recovery in cost estimates for the proposed project.

Research Office

- The Research Office will serve as the procedural office for this policy and will inform Financial Services of the applicable indirect costs on any project.
- The Research Office will administer the process to request exceptions to the indirect cost rate.

Vice-President (Research)

- The Vice-President (Research) will oversee this policy and be the final arbiter for ICRR exceptions.

Consequences for Noncompliance

If a faculty member negotiates an agreement with an ICRR indirect cost recovery rate of less than 25% without the reduced rate having been approved by the Research Cost Recovery Review Committee, the University may withhold support and approval of any future research funding agreement with that faculty member named as Principal Investigator. Other administrative sanctions may be imposed, as appropriate. These sanctions could include the faculty member being required to personally reimburse the University for the amount of the overhead shortfall and being subject to disciplinary action per the Collective Agreement.
Processes

Applying the Indirect Cost Recovery Rate

- For any externally funded research activity, researchers must include the applicable indirect cost recovery rate in the project's cost estimate on all externally funded research activity. Wherever possible, this rate should be incorporated into each line item, not displayed separately.

For all funding applications and agreements, researchers must provide the proposal and budget to the Research Office for review. If all requirements of the University and the sponsor are met, including the recovery of indirect costs, the Research Office will provide the institutional signature(s) required on the funding application or the finalized contract. In addition, the Research Office is responsible for the negotiation of terms of the agreement with the sponsor.

Once the project is approved for funding, the Research Office submits a request to Financial Services to create a new research account or to allocate the funds to an existing account. The request will include the applicable distribution of the indirect costs recovered.

Exceptions to the minimum indirect cost rate may be considered for unusually favourable terms. Considerations may include, but are not limited to, ownership of equipment, research equipment owned by the university, overall support or high volume of research funding from sponsor, high level of student training, competitive pricing compared with other research institutions.

Requesting an Exception to Indirect Cost Recovery Rate

All exceptions require prior written approval from the Vice-President (Research). Any faculty member wanting an exception to the indirect cost recovery rate must complete an "Exceptions to Research Cost Recovery" form first be completed and signed by the Principal Investigator, with accompanying signatures by the Dean or Director, and submitted to the Vice-President (Research) Research Office - research.office@uregina.ca. The Vice-President (Research) will then request that the Research Office will arrange for the standing Research Cost Recovery Review Committee to review the waiver request with the intent to make recommendations to the Vice-President (Research). The Vice-President (Research) will make a decision based on information in the form and input from the standing committee. The standing committee will consist of the Council Committee on Research Chair, the Associate Vice-President (Finance), and the Associate Vice-President (Academic and Research).
Related Information

- Exception to Research Cost Recovery form
- Terms of Reference, Research Cost Recovery Review Committee
- RCH-010-005 – Research Institutes and Centres