Research-specific Policies

• Research Cost Recovery
• Ethics - Research with Humans
• Care and Use of Animals
• Budgetary Limits on Spending Research Funds
• Research Institutes/Centres
• Research Chairs
• Cannabis Research
Additional Policies/Guidelines

- Research/Scholarly Misconduct
- Approval Authority & Execution of Documents
- Conflict of Interest & Conflict of Commitment
- Purchasing Goods & Services
- Health, Safety & Wellness
- Human Resources
- Equity, Diversity & Inclusion
- Surveys
How to use the training slides

• The highlights do not represent everything contained in the policy; they are a reminder of some key points. Follow the link to each policy and ask questions of the policy owner if not clear.
• All employees have an obligation to abide by all University policies.
• The Research Office can help you understand how the policies affect applications, budgets, release of funds, etc.
• Research Agreements need to be in harmony with policies and relevant Collective Agreements.
• This is not a complete list of policies. Visit the policy web site for more information. https://www.uregina.ca/policy/index.html
Research Cost Recovery

• Full text - https://www.uregina.ca/policy/browse-policy/policy-RCH-030-005.html
• Highlights:
  • Research projects must include minimum 25% indirect cost allowance.
  • Exceptions need either proof that sponsors have published a lower rate or approval by the Research Cost Recovery Review Committee.
  • Most Tri-Agency programs are exempt. Check with your research facilitator for details.
Ethics – Research with Humans

• Full text - [https://www.uregina.ca/policy/browse-policy/policy-RCH-020-010.html](https://www.uregina.ca/policy/browse-policy/policy-RCH-020-010.html)

• Highlights:
  • All research involving human participants, their data or human biological materials needs to be approved by the Research Ethics Board (REB) before research begins.
  • Applies to all research, whether funded or unfunded.
  • Access to funds before REB approval is in place can be requested through an Early Release of Funds form.
Care and Use of Animals

• Full text - https://www.uregina.ca/policy/browse-policy/policy-RCH-020-005.html

• Highlights:
  • All research, teaching, and testing using animals must be approved by the President’s Committee on Animal Care (PCAC) before it begins.
  • Applies to on-campus activities as well as field research.
Budgetary Limits on Spending Research Funds

• Full text - https://www.uregina.ca/policy/browse-policy/policy-RCH-030-010.html

• Highlights:
  • Deficits are not typically allowed in research grant funds. Policy outlines exceptions to this rule.
  • Principal Investigators may be held personally liable for the final deficit in their account.
  • Overspending in an account may be permitted with the use of the appropriate form and sign-off by the dean or centre director that they will accept responsibility for the deficit if not covered.
Research Institutes/Centres

• Full text - https://www.uregina.ca/policy/browse-policy/policy-RCH-010-005.html

• Highlights:
  • The university has 2 types of Centres/Institutes – university-based and faculty-based.
  • Centres/Institutes are established and disestablished through a review process with final approval by the Board of Governors.
  • Centres/Institutes are reviewed regularly.
Research Chairs

• Full text - https://www.uregina.ca/policy/browse-policy/policy-RCH-010-010.html

• Highlights
  • Creation of a Research Chair position will be approved by the Board with approval by Senate and Council.
  • Filling the Chair is governed by recruitment processes, the Collective Agreement and the relevant funding guidelines.
  • HR is creating a “how to” guide for hiring CRCs, which will be posted on UR source when available.
Cannabis Research

• New policy under development
• Highlights:
  • All research involving cannabis (including oils and edibles) must be approved by the Cannabis Research Committee before starting.
  • The cannabis must be ordered through UR Stores, and access to the cannabis is controlled through them.
  • Guidelines do not apply in cases where the cannabis is not distributed or controlled by the researcher.
Research/Scholarly Misconduct

- Highlights
  - Policy sets out the procedures for allegations of misconduct
  - Researchers are responsible for the intellectual and ethical quality of their work and for ensuring it meets the University's standards for research
Approval Authority & Execution of Documents

• Full text - https://www.uregina.ca/policy/browse-policy/policy-GOV-010-005.html

• Highlights (and see Appendix 1, Registry of Signing Authority)
  • All research projects seeking funding must be signed off by VP (Research) or designate. The Research Office reviews all grant and contract documents and arranges for signatures.
  • Researchers, deans, ADRs are potentially additional signatures, but are not sufficient to meet the policy.
  • An internal form is used to capture approval of faculty and department and is necessary for sign-off.
Purchasing Goods & Services

• Full Text - https://www.uregina.ca/policy/browse-policy/policy-GOV-010-035.html

• Highlights

• ≤$5,000 - A University purchasing card may be used to purchase goods and non-contract services that have an estimated cost less than $5,000.

• >$5,000 to ≤$20,000 - An informal request for quote (minimum of 2) is required to purchase goods and non-contracted services that have an estimated cost between $5,001 and $20,000.

• >$20,000 - A competitive bid process is required to purchase goods and services with an estimated cost of more than $20,000.

• Single and sole source requests need a completed Competitive Bid Exception (CBE) Form.
Human Resources

- Employment vs. Contracted Services - https://www.uregina.ca/policy/browse-policy/policy-EMP-010-005.html
- Both of these could impact engaging individuals to work on a research project.
- See also the Collective Agreements governing individual bargaining units. Consult the HR Business Partner for your unit.
Conflict of Interest & Conflict of Commitment

• Full text - [https://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html](https://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html)
• Highlights
  • Members of the University may not participate in University decisions and processes where they have a professional obligation to act in the best interests of the University, but have a personal interest that will interfere with that professional obligation.
  • Members may not engage in external employment or professional activities that interfere with their responsibilities and obligations to the University.
  • Conflicts (whether actual or perceived) must be declared to the dean or supervisor. Forms must be completed within 2 weeks of hire and updated annually.
Equity, Diversity & Inclusion

• Highlights:
  • Grant applications often include a well-developed EDI plan.
  • EDI considerations apply to all Research Chairs (CRC and others).

• Resource links:
  • About Equity, Diversity & Inclusion in Research -
    https://ursource.uregina.ca/edi/about.html
  • Canada Research Chairs -
    https://www.uregina.ca/research/research-expertise/research-chairs/canada-research-chairs-equity-diversity-inclusion.html
Health, Safety & Wellness

- Full text: https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html
- Resource link: https://www.uregina.ca/hr/hsw/index.html
- The health and safety of the lab and research team is the responsibility of the researcher. Research risk assessments are supported by Health, Safety & Wellness.
- Research involving radiation, biohazards or other hazardous materials must be reviewed and approved by the relevant committee.
- Follow relevant travel and fieldwork safety requirements.
Surveys

• Highlights:
  • Applies to all large-scale surveys of current and prospective students, alumni, staff and other stakeholders of the University of Regina. Policy defines parameters.
  • Surveys must be approved by the Survey Management Committee.
  • Can impact some research surveys approved by the REB.
Questions

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