

Procedures

GENERAL RESEARCH

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1.0 PURPOSE

- 1.1 The purpose of these procedures is to provide guidance to UNBC Researchers and external collaborators that ensures compliance with the *UNBC General Research Policy*.
- 1.2 These procedures are also intended to ensure efficient use of University resources, including the use of research equipment.

2.0 PROCEDURES

- 2.1 Application for research grants and contracts
 - 2.1.1 All research grant and contract applications must be submitted through Romeo (<https://www.unbc.ca/research/romeo>). Submission through Romeo should be a minimum of 5 business days prior to the deadline, unless otherwise noted, for submission to the granting agency to allow time for the Office of Research and Innovation (ORI) staff to review the application. This period should be increased to a minimum of 15 days if additional support is required from ORI (E.g. a letter of support).
 - 2.1.2 Any additional infrastructure needs (E.g. space, equipment) must be clearly identified in the Romeo submission; however, this does not guarantee the needs will be met.
 - 2.1.3 Applications for equipment must include a plan for covering costs of acquisition, installation, maintenance, repair/replacement, and operations, and must be submitted to ORI alongside the main application unless the installation costs are included in the application to the funding agency.
 - 2.1.4 Applications that include changes to a faculty member's normal teaching or service duties must be budgeted for and approved by the appropriate Chair and Dean.
 - 2.1.5 All research grant and contract applications must be in compliance with UNBC policies and procedures.
 - 2.1.6 All grant and contract applications are expected to include the minimum flat rate for indirect costs of research, except for tri-agency applications (NSERC, SSHRC, CIHR), and in cases where a funder has a policy and a published rate that is lower than the minimum flat rate.

2.1.7 The minimum flat rate is set at 25% of the direct cost of the research project.

2.2 Equipment and materials

2.2.1 University equipment, facilities, or other resources should be used for research and education purposes. Provision of services to external clients that utilize University equipment or facilities must occur under an approved contract and include indirect costs as well as a fee for service.

2.2.2 It is expected that equipment purchased using university funds (including research grant and contract funds) will be made available for others to use when appropriate. Such multi-user arrangements can include sharing of maintenance, repair and other costs (E.g. through a user fee).

2.2.3 Equipment purchased using research grant or contract funds is the responsibility of the purchaser to maintain, replace and repair. Researchers should create an operations and maintenance plan.

2.2.4 Researchers may apply to the ORI for funds to assist with the repair or replacement of equipment. Decisions are made on a case by case basis, with greater likelihood of funding for expensive equipment that is used by multiple researchers.

2.3 Research Fund Management and Financial Accountability

2.3.1 Research account deficits after the end of the research funding agreement are not permitted. The Principal Investigator(s) is (are) responsible for the sound management of funds.

2.3.2 For multi-year research projects with confirmed funding, Principal Investigators may request spending into next year's allotment if needed to facilitate research activities. Requests should be less than 50% of the upcoming annual allotment and must be approved by the Vice-President, Research and Innovation.

2.4 Dissemination of Research

2.4.1. The University does not restrict publication of research and scholarly outcomes except insofar as formal agreements have

been entered into with third parties, which formally accord those third parties rights in dissemination.

- 2.4.2. The University only enters into such arrangements with the prior full agreement of the Principal Investigator.
- 2.4.3. A sponsor may be given the right, under terms of a formal contract, to request delay in publication of research results or to review a publication in advance. In any case:
 - i. members of the University are free to publish after a period stated in the agreement, and normally not longer than 12 months from termination of the project or submission of the final report, whichever is later;
 - ii. no restriction shall prohibit or delay the use of research results by students for theses, dissertations, or other academic requirements of their programs.
- 2.4.4. In order to expedite graduate student program completion, students can request a restricted oral examination and for their thesis/dissertation be excluded from public distribution (E.g. UNBC Library) for up to 12 months. The student can renew this request no more than 12 additional months.
- 2.4.5. Delays in publication are normally only permissible in circumstances where the public interest is best served by such a delay, or when patent or similar intellectual property protection is being sought (see *Intellectual Property Policy*).