

Research Board
Minutes

Date: April 24, 2018
Time: 1:00 p.m. – 2:30 p.m.
Place: ERC 1058, Energy Research Centre
Attendees: C. Davidson, H. de Haan, G. Edwards, J. Freeman, D. Holdway (Chair), S. Karray, B. Murphy, M. Piro, L. Roy, A. Slane, Elisa Beverley (acting Secretary)
Guests: Kay Ali
Regrets: A. Eamer, H. Kishawy, Ami Mamolo and V. Sharpe (Secretary)

1. **Approval of the Agenda**

Motion to approve by L. Roy. Seconded by A. Slane.

2. **Approval of previous meeting's minutes***

S. Karray noted a small error in minutes. S. 5 – Other Business a.1 says “S. Karray requested that the 10% of domestic fees could be used for international students.” The term “domestic fees” should be replaced with “domestic allocations”.

Motion to approve as amended by C. Davidson. Seconded by L. Roy.

3. **Report of the Vice President Research, Innovation & International**

D. Holdway reported that the results of the NSERC Discovery Grant competition were reasonable. UOIT researchers submitted 32 applications and 17 were funded outright (~53%) with two of the unfunded applications receiving Discovery Development Grant funding (raising funded percentage to ~59%). The latter programme is considered NSERC funding and leads to opportunities for the researcher.

S. Karray raised the issue that some faculty do not know that they can extend their Discovery Grant for a year due to leave and asked that ORS send out reminder information to faculty. J. Freeman noted that oftentimes ORS does not know about pending leaves and that faculty should contact ORS in advance regarding leaves, particularly parental leaves, which are now eligible to be 18 months and will affect grants. B. Murphy suggested relaying this information at Faculty Council meetings.

B. Murphy asked about ORS assistance available to unsuccessful researcher based on review comments, particularly if the proposal is close to being successful. J. Freeman said that that the comments go directly to the PI, not ORS and some researchers do not want to share the comments.

Action Item

ORS to send communication informing/reminding researchers to notify ORS of any upcoming leaves and the affect that leave(s) may have on awards.

Seven SSHRC applications were submitted and three were successful, which is a success rate of approximately 43% as compared to the national average of 47%.

S. Karray asked if the success rate differed between the large and small awards as it did last year. The agency did not provide a breakdown but J. Freeman will inquire and report.

Action Item

J. Freeman to investigate and report on success rate difference between large and small SSHRC awards.

D. Holdway attended a DRDC roundtable and reported:

1. DRDC representatives have campus visits booked with FEAS and ACE;
2. DRDC is launching a new programme and have a number of programmes to fund. The research is very applied and there is significant funding available (\$1.6 billion over 20 years with \$315 million being allocated for the next five years). The information is available on the DRDC website.

The scheduled external review of the Office of the Vice-President Research, Innovation and International will take place on May 3 and 4.

4. Business Arising

- a. Update on ORS hiring

New legal counsel, Candi Pigg, was recently hired and may attend a Research Board meeting in the fall to present "Contracts 101". She may also present to the Faculty Councils.

The search for an REB Policy Analyst remains ongoing.

5. New Business

- a. Concur issues feedback

K. Ali attended to follow up on items raised from the previous Research Board meeting.

i. Time available to cardholder to reconcile and submit in Concur: the holder has 28 to 30 days to create their expense report in Concur. The approver has five days to approve. Finance has provided more training videos on their WISC and will send a communication regarding further training available and about recent changes making hotel itemization easier. Researchers are encouraged to approach their power user and/or Finance for assistance.

K. Ali confirmed for H. de Haan that the time period at the end of the billing cycle to submit is three days.

D. Holdway reported that his card had been declined to book a hotel in Italy. H. de Haan reported that his was declined for European publishing fees. K. Ali reminded the Board to notify BMO of international travel to avoid declined cards during a trip and will follow up with BMO regarding the declines reported. H. de Haan noted that per diems are a problem issue in his Faculty.

Action Items

K. Ali will follow up with BMO about the declines in Europe and report back.

H. de Haan will forward details of issues with per diems to K. Ali.

H. de Haan would like "Concur Issues" to remain a standing item.

ii. Timing out of expense report: if a submitted report is not approved by the dean/supervisor within 10 business days, it is returned to the holder. G. Edwards reported that he has communicated to the deans that Finance expects the deans to approve submitted reports within 3 days.

iii. Auto-notifications seen as spam: K. Ali told the Board that the auto-notifications can be turned off but there are disadvantages. Finance has prepared an explanatory one-pager for distribution and posting on WISC. The notifications cannot be customized or filtered, they are either on or off.

b. Roles and Responsibilities in Research

The materials for the April 24th Research Board meeting included a draft statement of current Roles and Responsibilities in Research. G. Edwards invited review and comment.

Action Item

Board members to review and comment.

c. Futures Forum*

D. Holdway spoke about the event and invited the members to attend. L. Roy spoke about it in an interview with CBC French Radio on April 23.

J. Freeman brought forward negative feedback and asked for the Board's direction and advice. There has been concern about how the topic is chosen and how the committee working on the annual event is chosen. To date, the President's policy agenda has informed the topics. If the Forum continues, what are the Board's recommendations on:

- Selecting topics,
- Getting input from Faculties,
- Striking the committee, and
- Ensuring that the event is pan-university, involving all Faculties.

Suggestions included asking Faculties and individuals for ideas to plan for the next few years; choosing more inclusive topics, such as A.I.; having the Faculties proposing some topics and having the President pick from them.

d. Teaching City

This was an information sharing item. J. Freeman explained to the Board that the Teaching City is driven by the City of Oshawa and includes a City Idea Lab and a proposed Teaching City Project.

e. Student Research Showcase

J. Freeman noted that there are some issues surrounding this event and asked for the Board's input.

- Lack of engagement by faculty members and deans. Few attend and, while there is criticism that judges are not always faculty members or "qualified people" in the subject matter, ORS has difficulty each year in securing judges from the Faculties. Suggestions for increasing engagement included:
 - Involving grad students and post docs but the timing of the event is not conducive;
 - Dean appointing a representative(s) for each Faculty;
 - Can the event be moved to September? If the students are in 4th year, they may not want or be able to return in September but the event is a requirement for those who get awards.

Action Item

J. Freeman to analyze participants to see if a change to September is feasible.

- The density of award to student ratio differs from Faculty to Faculty. How should this be handled?
- How to increase participation among students who did not receive an Undergraduate Research Award.
- Poster printing costs can be expensive. How to reduce this burden.

- Student wage – some researchers cannot or do not top up the award, meaning that some students are earning less than minimum wage.

Action Item

Board members to present the issues to colleagues and bring suggestions to future meetings.

- f. President's Research Ethics Board Task Force
Item for information on progress – The task force is investigating how to best engage REB users of all types, from frequent to infrequent users, in order to arrange targeted one to one conversations. Updates will continue in the fall.

Other Business/Faculty Exchange

a. **Roundtable on issues that impact research in Faculties**

J. Freeman raised questions about the Research Excellence Award (REA). Does the event need to be revamped or does it even resonate anymore. Should it be partnered with staff award events. The general feeling was that there should be an event that showcases research but not in its current format; members favoured one night instead of two and for it to be partnered with other award events. S. Karray asked for copies of the guidelines to be circulated at the next meeting and asked if the deadline could be moved to a later date.

Action item

REA guidelines to be added to future agenda and provided at that meeting

6. **Next meeting** – ~~May 29, 2018, 1:00 – 2:00 in ERC 1058~~ update: June 13, 3:00-4:30 pm, ERC 3023

7. **Adjournment** – 2:42 p.m.

Standing Items

* Supporting documentation attached