

Research Board

Minutes

Date: April 23, 2015
Time: 8:30 - 10:00 am
Place: ERC 3023
Present: B. Cutler (For A. Leach), J. Freeman, J. Hughes, H. Kishawy, G. Lewis, C. McGregor, M. Owen (Chair), V. Sharpe (Secretary), R. Weaver, S. Wood (for C. Elliott)
Absent: P. Drayson, B. Ikeda, E. Waller

1. Approval of the Agenda

Motion to approve: J. Hughes, seconded by G. Lewis. All in favour. Motion passed.

Additions to the agenda: Tri-Agency Financial Administration Updates (Expense Policy)

2. Approval of previous meeting's minutes

Motion to approve: G. Lewis, seconded by H. Kishawy. All in favour. Motion passed.

Corrections: H. Kishawy present.

3. Business Arising

a. Federal Budget

M. Owen noted that the Federal Budget was released yesterday and reviewed the impacts on research funding as he has elaborated on in the circulated Vice-President's report.

b. PDFs unionizing

M. Owen noted that UOIT Post-doctoral Fellows are starting to unionize.

c. Working Alone Policy

J. Freeman noted that the Working Alone Policy and the Guidelines for Risk Assessment document had been circulated previously by the Health & Safety committee. ACTION: Send feedback to J. Freeman. ACTION: V. Sharpe will recirculate documents.

d. Intellectual Property Policy feedback

M. Owen noted that the presentation was recirculated with the meeting materials for feedback.

ACTION: Send feedback to J. Freeman.

Use of internal research funds

Approved by the Research Board at a previous meeting and now recirculated. ACTION: Research Board members are asked to circulate within their faculty.

4. **New Business**

- a. Records Management Policy Consultation (Niall O'Halloran and Cheryl Foy, guests)
N. O'Halloran presented an update on the draft Records Management Policy creation, reviewed the feedback from the consultations and sought additional feedback. Discussion about sites for storing large data. Suggestions to consult with ORION. Discussion about storage, retention and classification of email records. Discussion regarding retention of research records including Research Ethics Board (REB) records. Next steps will be for this policy to have consultation in May with Graduate Studies, CPRC, PAC and Academic Council then to A&F, and finally to the Board of Governors in June. ACTION: Invite N. O'Halloran back to the Research Board in the fall.

- b. Residual Funds Policy & Procedures
J. Freeman noted that the development of this policy was lead by Research & Trust Accounting (RTA). The goal is to guide the university as to eligible and ineligible use of the residual funds upon completion of the grant or contract. Goal is to create a blanket policy to govern residual funds for university use. Suggestion to include the Dean's Office in the policy. ACTION: Send feedback to J. Freeman to collate and send to RTA.

Question about moving these funds to the Overhead Account. Not possible due to the overhead account not having an end date and grant funding requires end dates.

- c. Tri-Agency Financial Administration Updates (Expense Policy) (Simonette Wood, guest)
S. Wood noted that during or before 2018 UOIT will be audited by the Tri-Agencies. This will be our first audit by this group. S. Wood reviewed changes to the policy and additional documentation required with expense reports against research funds. ACTION: Send feedback to S. Wood.

RTA will be circulating documentation on the Tri-Agency Financial Administration Update to all faculty shortly via email from the CFO.

5. **Other Business**

- a. Roundtable on key issues that impact research in Faculties
None.

6. **Reports & Information**

a. **Vice President's Report**

M. Owen circulated his report which included information on:

- NSERC Strategic Plan
 - M. Owen will send a follow up email to expand on the Plan.
- Research Metrics/Annual Research Report
 - SSHRC – 13 proposals submitted in Fall with 2 successful.
 - J. Freeman noted NSERC is piloting a new project for funding declined projects.
 - ACTION: Send suggestions of colleagues you would recommend to participate on funding/review committees to Michael Owen.
- Tri-Council Funding Report
- Sponsored Research Funding (2010-2015)

M. Owen noted that we recently underwent a Canadian Council on Animal Care (CCAC) review where only minor suggestions for improvement were made. He noted that we have recently received notice from the BioSafety Committee related to pathogens and that the Policies and Procedures may need to be reviewed.

M. **Next meeting** (Wednesday, May 20, 1:00-3:00, ERC 3023)

N. **Adjournment**

10:35 am.