Research Board Minutes

Date: December 9, 2015
Time: 3:15 - 4:30 pm
Place: ERC 1058

Present: M. Owen (Chair), H. de Haan, P. Drayson, G. Edwards, C. Foy (until 3:48 p.m.), J. Freeman, J. Hughes (until 4:35 p.m.), B. Ikeda (until 4:30 p.m.), N. Jagar (until 3:48 p.m.), A. Leach, J. Percival, L. Roy (until 4:25 p.m.), R. Weaver, E. Beverley (Secretary for V. Sharpe)

Regrets: Q. Mahmoud

1. **Approval of the Agenda**

    Motion to approve: Unanimous. All in favour. Motion passed.

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

    Motion to approve: A. Leach, seconded by L. Roy. All in favour. Motion passed**.**

3. **Business Arising**

    None.

4. **New Business**

    a. Contract Management Framework
        C. Foy presented the "Contract Management Framework: Overview of Contract Management and Legal Review Policies". The main themes of her presentation were: When should legal be involved in reviewing a contract? What is their role?

        Members of the Research Board explored a range of questions, and proposed a number of solutions and actions, related to the framework, including due diligence, negotiation to tailor the agreements to the needs of the university, proper implementation so that everyone understands their jobs and roles, and confidentiality.

        Action:
        Research Board members were asked to consult with their Faculties and forward advice and input to C. Foy.

    b. Research Excellence Award Nomination Process
        J. Freeman introduced a revised set of criteria in the process that addressed the eligibility criteria including the length of nominees' tenure at UOIT.

        It was noted that in S1 Early Stage Researcher, current and former CRC's are not eligible to be nominated. Research Board minutes of October 7 2015 had rejected the exclusion of Canada Research Chairs. J. Freeman will amend the criteria to reflect this decision of the Research Board.

Other points of discussion included

- Whether it was more useful to list the criteria in advance or allow organic discussion;
- Weighting of each item -- whether a numeric rubric is the best model
- Different traditions of publications across disciplines.
- The lack of Ph.D. programs in all Faculties and the impact on a nominee's publication and HQP training record.
- The importance of having all Faculties represented;
- How to ensure that the committee members all used the same criteria;
  - Could the committee discuss all nominees before putting forward the top 3?

After the discussion, M. Owen advised that the guidelines will remain as written. The committee will be advised of the previous years' processes and the committee can then decide if they want to leave it as it is or move to a more qualitative process.

There was discussion over the nomination letter. Is it procedural to have headings in nomination letter? J. Freeman said that the nomination can be expanded on in the package and that the committee will look at all documents

It was suggested that if committee is taking into account such things as discipline or if the nominee is a CRC holder, that the instructions should indicate this so that nominators can include these items in their nomination letter.

IT was agreed that there would be a brief description under each heading in letter to provide more guidance to nominators.

Action:
Amend Guidelines such that CRCs are <u>not</u> excluded from the Early Stage Researcher Category.

c. Over-expenditures Procedures
This item was on previous agenda (October 7, 2015) and was brought back to the Board to ensure all items were included.

The question was raised as to why the procedure on residual funds was removed from this document. J. Freeman noted that, in keeping with the Administrative Code, the procedures are not included in the policy.

J. Freeman explained that the language of the policy has been modified to not escalate too quickly and that the policy is proceeding through official channels.

d. Drone use on campus
This item was brought forward for information purposes. UOIT is in restricted airspace. Researchers are required to obtain permission from Risk Management prior to using drones. This permission is required to ensure conformity with federal regulations for the use of drones and our location within a restricted airspace (Oshawa airport).

There is a designated outdoor field space (North Campus) and guidelines for the use of drones in laboratories and indoor environments.

e. Working Alone Policy

The Health & Safety Committee requested more consultation on this policy. Under *Occupational Health and Safety Act*, there are places that you absolutely cannot work alone. There was discussion on the goals and meaning of the policy. J. Freeman advised that generally, the goal was to ensure the safety of employees across-the-board without being onerous.

Action:
Board members to take policy to colleagues, ask for feedback and send directly to M. Lapp.

f. Research and Trust Accounting (RTA)

G. Edwards wanted to update faculty members through the Research Board that:

- RTA has research analysts that go to Faculties on a regular basis; he asked the members to encourage faculty to make use of this service;
- Researchers have commented about difficulties using FAST. To assist, RTA has recently circulated a short manual; online tools will follow;
- RTA has developed guidelines regarding rules for external agencies.

It was suggested that analysts contact researchers when the analyst is made aware that a grant has been awarded. He suggested that the analyst can then let the researcher know what assistance he or she can offer.

5. **Other Business/Faculty Exchange**

a. Roundtable on key issues that impact research in Faculties

None arose.

6. **Reports & Information**

a. **Vice President's Report**

M. Owen shared that:
- A link to the new NSERC Strategic Plan has been posted on research@uoit.ca.
- There will be a new CFI competition this year; plans are made for the call and internal competition.
- There are info sessions on SHARCNET and SOSCIP planned in the new year.

b. **Director of Research Services Report**

i. Research Performance

J. Freeman reported that research funding has trended down by approximately 10% over the last financial. Initial analysis shows that the median grant is $25,000. ORS is looking at ways to target services and strategies to attract bigger grants. **Action:** After further analysis J. Freeman will report back to Research Board.

7. **Next meeting** (Monday February 22, 10:00-11:30, ERC 3023)

8. **Adjournment**

4:42 p.m.