

Research Board Minutes

Present: M. Owen (Chair), H. de Haan, P. Drayson, G. Edwards, J. Freeman, J. Hughes, A. Leach,
Q. Mahmoud, J. Percival, L. Roy, E. Beverley (Secretary for V. Sharpe)

Regrets: B. Ikeda, R. Weaver

Date: February 22, 2016

Time: 10:00-11:30 a.m.

Place: ERC 3023

1. Approval of the Agenda

Motion to approve A. Leach; seconded by J. Hughes. All in favour. Motion passed.

2. Approval of previous meeting's minutes

Motion to approve as presented P. Drayson; seconded by H. de Haan. All in favour. Motion passed.

3. Business Arising

In response to a question raised at the December meeting, M. Owen confirmed that CRC holders are not excluded from the Early Career Researcher category for the Research Excellence Award.

M. Owen reminded members to send any comments regarding the Working Alone Policy to Murray Lapp.

4. New Business

a. Records Classification and Retention Schedule

C. Foy and N. O'Halloran were unable to attend and this item was omitted.

b. Research & Trust Accounting

G. Edwards addressed the Accountability Document that was included in the materials and welcomed comments both in the meeting and to be sent to him. The document is to replace the delegation of signing authority Form and will amalgamate key information for researchers into one revised Form. The signing authority document will come to the researcher pre-populated. The roll out date is April 1, 2016.

The members provided feedback and certain questions were answered:

- New forms will need to be filled out on point-forward basis, not retroactively;
- Members requested that they be required to sign only one form as an umbrella for all accounts. This is not possible as different people may be on different accounts.
 - Suggestion that there be an umbrella and that the researchers could sign separate forms for the exclusion(s) to the umbrella.
 - This may be considered in the future but currently, the Tri-council considers each grant a separate project and RTA will track signing authority that way.
- J. Percival requested that "useful links" such as current per diems, mileage etc. be included.

c. Items 4c and 4d Biosafety Policy & Terms of Reference and Radiation Safety Policy & Terms of Reference were combined for discussion. They were brought forward for information but feedback is welcome. Currently, the policies and procedures for both committees are held together in one manual so they are being separated for clarity and regulatory compliance.

H. de Haan asked for clarification on the definition of radiation and acoustical waves and on which devices need clearance. P. Drayson suggested a codicil stating which items have already gotten clearance.

Q. Mahmoud asked about giving students access to labs. J. Freeman answered that there are already procedures and forms and that certificate holders are aware of these. **Action Item** - J. Freeman to follow up on definitions and possible codicil.

- d. Radiation Safety Policy & Terms of Reference was addressed with item 4c.
- e. The Conflict of Interest Policy presented for information, review and discussion. This policy and its procedures are a requirement for the Tri-council but also extends across all funding. **Action Item** - ORS will send a link to faculty about the location of the existing policy and procedures.
- f. M. Owen noted that the Residual Funds Policy should be approved at the Senior Leadership Team meeting today.
- g. J. Freeman addressed items 4g and 4h together. Both the [Internal Use of Funds Policy](#) and the Over Expenditure Policy have been approved and are posted on the governance site. **Action Item** - When all policies and procedures are approved, ORS will send a communication.
- h. [Over Expenditure Policy](#) was addressed with item 4g.

5. Other Business/Faculty Exchange

- a. Roundtable on key issues that impact research in Faculties

There was concern about the turnaround time for REB applications, particularly with respect to Capstone student projects. Discussion points included:

- i. Whether the mandate of the Board is to assess the methodology or the science;
- ii. Should the Faculty of Business and IT have their own REB to alleviate the Capstone issue?

J. Freeman discussed the new online portal, IRIS, and how it will streamline workflows for ethics and eventually for all aspects of projects. **Action Items** - M. Owen will follow up with the Chair of the REB about the concerns and feedback.

6. Reports & Information

- a. **Vice President's Report**

No business to report.

- b. **Director of Research Services Report**

- i. Research Performance:
 - 1. Fiscal year end is approaching and a report will be available for the April meeting. Performance is trending close to last fiscal year.
 - 2. The Canada First Research Excellence Fund application was approved to go forward.
 - 3. The Canada Foundation for Innovation – Innovation Fund internal applicants were due February 22. A selection committee, including an external expert representative, has been struck. The UOIT envelope has increased significantly to \$2.8 million.

7. **Next meeting** (Monday March 21, 2016, 10:00-11:30, Faculty of Education room 310)

8. Adjournment

Adjourned at 11:04 a.m.