

Research Board

Minutes

Date: June 3, 2016
Time: 11:00 - 12:30 am
Place: ERC 3023
Present: G. Edwards, J. Freeman, H. de Haan, J. Hughes, B. Ikeda, A. Leach, M. Owen (Chair), J. Percival, L. Roy, V. Sharpe (Secretary), R. Weaver
Regrets: P. Drayson, FEAS representative

M. Owen noted that this is the last meeting for R. Weaver and thanked him for his service.

Additions to the agenda:

Change – The Animal Care Annual Report is not ready and will be brought forward in the fall.

Add – STAR Awards and Process and safety Issue.

1. Approval of the Agenda

Motion to approve, as modified: A. Leach, seconded by L. Roy. Motion passed.

2. Approval of previous meeting's minutes

Motion to approve: A. Leach, seconded by J. Hughes. Motion passed.

3. Business Arising

Undergraduate Student Research Fellowship Process & Templates

M. Owen noted that this is a long-standing university process necessary to distinguish between employment and non-employment categories of student support. The proposed Undergraduate Student research Fellowship process is an effort to distinguish between employment and non-employment support programs (employment support includes Research Assistantships). These processes and templates will be reviewed and approved by PACIP and SLT.

J. Freeman noted that she had consulted with Academic Affairs, HR, Graduate Studies, Payroll, Research & Trust Accounting and Faculties. She stressed the importance of the templates to ensure that there will not be conflicts with the union agreements.

B. Ikeda noted that language may be needed to include international exchange students. J. Freeman noted that HR requires students to have appropriate documentation to participate in these activities on campus.

ACTION: M. Owen will follow up with Scott Clerk and Joe Stokes to address this concern.

A. Leach noted that the template needs to clarify that they are not required to be a UOIT student.

Discussion regarding the need to inform Insurance & Risk and on-campus vs off-campus research. J. Freeman noted that the students would not be insured if Insurance & Risk is not notified so it is a necessary step and that there is a draft procedure regarding volunteers doing UOIT research.

4. New Business

Conflict of Interest in Research Procedures

M. Owen noted that the Conflict of Interest Policy is going through the approval processes. J. Freeman stated that the policy addresses a concern from the sub-committee that created the policy to have a standing committee. **ACTION:** Provide feedback to J. Freeman.

L. Roy noted the conflicts discussed on Graduate Studies Committee and suggested there may be a need to mesh the two procedures. M. Owen noted that Graduate Studies related material should be dealt with by the Graduate Studies Committee.

Jennifer Freeman noted that some universities have one Conflict of Interest Policy that covers the entire university. UOIT has a requirement to have a Conflict of Interest in Research policy to cover our compliance and UOIT is not ready to have one campus policy.

A suggestion was made to incorporate the Thesis Defence Committee Policy & Procedures to this document to ensure that the two work together.

ACTION: Bring forward to PACIP.

5. Other Business/Faculty Exchange

a. Roundtable on key issues that impact research in Faculties

STAR Awards - J. Percival noted that the time cycle takes too long and that STAR Award recipients got paid approximately 3 weeks late. J. Freeman confirmed that there was confusion about the pay period (students thought they were getting paid bi-weekly, but were actually getting paid monthly and due to the timing, the monthly pay date ended up being June 3 (late for paying rent for the first of the month, etc.).

J. Percival noted that these are our best students and we need to make the process easier and faster.

J. Freeman noted that the faculties were delayed in giving the information back so it delayed the whole process and that ORS would like to download the process to the faculties as it is labour-intensive to ORS. ORS is looking to compromise and have faculty take on a larger piece (autonomy to the faculty) and ORS oversee the process and provide the templates, timelines, etc.

J. Freeman suggested that her team will review the documents for the process and bring them to the next Research Board meeting (timelines, etc.) in the fall for discussion on how to lessen the burden on ORS and make the process better for students.

Health & Safety - B. Ikeda noted that this issue has been brought to the Health & Safety Committee. A post-doc student was injured at the University of Hawaii working with hydrogen and lost an arm. B. Ikeda noted that it would be prudent for safety messages to come from more sources than just the Health & Safety Committee so that researchers (faculty and students) feel that there is a culture of safety and a security in reporting hazards (Reporting of hazards cannot be taken negatively.).

H. de Haan noted that there is a need for an easily-accessible transparent reporting system.

J. Freeman noted that the Radiation Safety Officer had organized training for local firefighters on campus regarding radiation sources in the ERC and that regular inspections occur in our labs.

In-Depth Financial Assistance - G. Edwards stated that Research & Trust Accounting (RTA) will offer an in-depth financial monitoring service for mid-sized grants. Currently large grants get in-depth forecasting and monitoring and small grants don't need forecasting but there is an unserved middle. RTA is looking to address this gap. In recent times it's become more important to monitor the status of grant funding re: overspending or underspending.

He noted that FAST doesn't allow someone to easily forecast as it is an historical data system. RTA has developed a simple tool where liaison is required between the RTA analyst and the researcher. G. Edwards stressed that RTA has the skills and expertise to provide this service.

ACTION: RTA is looking for some researchers who want to participate in this pilot. M. Owen noted that perhaps a first step would be for RTA to create a list of researchers who have multiple grants and contracts and then reach out to them.

6. Reports & Information

a. Vice President's Report

M. Owen noted that he has been at a SSHRC meeting this week where SSHRC noted that they have received additional funds which may roll out this year.

i. Canadian Researchers' Publishing Attitudes and Behaviours

Circulated for your interest. **ACTION:** P. Drayson will be invited to present about our library's capabilities and initiatives.

ii. Strategic Research Plan

M. Owen will provide a report in the fall to the Research Board (plan and data of what we have achieved).

iii. REB Annual Report 2013-14

Circulated. Additional reports to be circulated in the fall.

b. Director of Research Services Report

J. Freeman reviewed her report:

- ORS Contacts
- Internal Competitions & their deadlines
- External Competitions & their deadlines
- MRI Early Researcher Award – none successful in last 3 years
- J. Freeman invited feedback as to how we can increase our success on this award and others.
- Research Performance
- Allocation of Research Support Fund

Year-end Funding & Innovation Report

J. Freeman noted that the funding numbers fluctuate due to the timing of the awarding of the awards so you may see something different than the UOIT factbook.

J. Freeman noted the data integration with our new database (IRIS) and integration with Finance will do away with the Grant Authorization Form.

She reported that annual reports for the Research Ethics Board and the Animal Care Committee are in process.

c. Research Board Annual Report - Deferred.

7. **Next meeting** - September – to be scheduled.

8. **Adjournment** - The meeting was adjourned at 12:52.