

Research Board

Minutes

Date: March 21, 2016
Time: 10:00 - 11:30 am
Place: EDU 310
Present: G. Edwards, J. Freeman, B. Ikeda (by phone), A. Leach, Q. Mahmoud (by phone), M. Owen (Chair),
J. Percival (by phone), L. Roy, V. Sharpe (Secretary), P. Yelder (for R. Weaver)
Regrets: H. de Haan, J. Hughes, P. Drayson

1. **Approval of the Agenda**

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

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

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

3. **Business Arising**

Research Ethics Board (REB) update

S. Van Nuland, Chair, REB, joined the meeting to discuss the REB Review that was commissioned last summer. M. Owen reviewed the process where the external consultant was hired to review the REB's governance and efficiencies to improve the work of the REB and the relationships between the REB and the Faculty.

S. Van Nuland noted that some funding is needed in order to develop a website and that a robust website would be of value to the research community.

S. Van Nuland addressed the concern about needing to improve the applications of the students and the faculty. A change has been made to have all student applications submitted by a faculty member. It is an issue dealing directly with students because they are transient and follow up is difficult.

External researchers may be the PI on the project but the UOIT faculty member will be listed as the PI for our purposes.

Many changes have already been made to the application form (including the background and rationale sections) to make it more robust so that applications can be processed without a lot of clarification sought. She noted that sometimes there is a delay in approving applications as the REB doesn't have all the expertise required to support the research expertise of the researcher. A new section called Collegial Comments has been added. If more robust applications come in they can be turned around quicker.

Regarding issues related to time delay S. Van Nuland noted that there isn't much a time delay. This is the time that it requires. She will be monitoring the timeline to determine if reviews are taking too long and noted that the time is required in order to ensure the REB is providing quality constructive comments to the researchers.

The REB reviews 130 applications per year not including change requests. She estimates there will be approximately 160 this year. Future applications will be processed through IRIS (researcher portal). In the last 5 years the range for the number of applications has been 120-150 per year.

SOPs – can be streamlined.

Multijurisdictional/change reviews – with more information the review will take less time.

The REB is working on the consultant's recommendations. It will take some time to implement all.

Course release for the Chair (page 21) – UOIT has the lowest number of applications compared to other universities but a larger course release. M. Owen noted that the 2 course releases are assigned for the Chair and the Vice-Chair – has been used primarily to compensate the Chair because of the workload for the Chair in our process. J. Freeman noted that the review process can be quite different from institution to institution so the responsibilities of the Chair can be quite different.

L. Roy noted the importance of educating the researchers to assist them in completing their applications and offered the opportunity to educate the graduate students through graduate workshops so that they can be more prepared when completing applications.

J. Percival noted that other universities have found ways to be more productive. Suggestion to research the models used at other institutions to see if any are a better fit. It would have been useful for the consultant to provide a literature review with data from the other universities. A. Leach noted that there has been a lot of turnover in chairs and REB members (3 chairs in the last 3 years) and their area of focus (risk prevention, risk-averse, etc.).

M. Owen noted that REB members need to be a resource within the faculty as well.

P. Yelder suggested that an in-Faculty peer review board be struck to perform a stage 1 peer review.

4. **New Business**

a. Research & Trust Accounting (RTA)

- i) Residual Funds Committee is being struck. G. Edwards is looking for 2 researchers to serve on that committee. Please express your interest or send your recommendations to G. Edwards.
- ii) FAQs posted by research accounting
G. Edwards circulated hard copy of the FAQs that are already posted on the RTA website and sought feedback on them and to find more information to populate the site. There is a link from the research website under the Faculty tab to the RTA site.
- iii) Compliance issue related to research supplies
G. Edwards noted that he has been working to update and document the issues related to compliance and accounting. M. Owen noted that we can use the FAQs to convey the technical pieces to faculty. Agreement from the Research Board that they would like to consult on the documents.

Tri-council has had issues with the way internal transfers (i.e. Science Stores) have been handled at other institutions (specific issues are having proper documentation on authorization and the eligibility for purchases using research funds) so Tri-Council has rated those institutions poorly. G. Edwards noted that our Science Stores is excellent and tweaks have been made to improve the documentation such as the electronic capture of signatures and that grad students have pre-approved limits and they sign to document the transfer of supplies charged to research accounts.

G. Edwards noted that it is not mandatory for Faculties to use Science Stores (although they have a robust inventory and rigorous controls). The Science Stores Officer noted that the service is optional and underused. Suggestion that Science Stores send out a communique to faculty to let them know what they have, how faculty can access the store, how to request new material not currently carried, and other services. J. Freeman noted that the service is predominantly for Science and Health Science. ACTION: J. Freeman will contact G. Crawford to see whether or not it is a “central” service.

- b. Annual reports – Radiation Safety Committee and BioSafety Committee
J. Freeman noted that reports from the Radiation Safety Committee and the BioSafety Committee had been circulated and that reports from the Research Ethics Board for 2013-14 and 2014-15 will be forthcoming.

- c. Research Excellence Awards
M. Owen noted the penultimate draft was circulated for your feedback to ensure that all suggestions and changes were included. J. Freeman noted that additional material was added as per the advice of the committee. The form will be updated to have 2 endorsers, down from 5.

M. Owen invited everyone to attend the Research Excellence Awards Speaker Series taking place on March 23 from 5:00-7:00 pm in UA 1220 featuring recent award recipients Sheldon Williamson (FEAS) and Christopher Collins (Science).

5. Other Business/Faculty Exchange

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

6. Reports & Information

a. Vice President’s Report

ACTION: M. Owen will provide a report at the end of April.

The internal CFI committee met last week to review the recommendations on the allocation of the CFI envelope which will be going forward to CFI for the fall competition.

CFREF proposal is underway and almost complete. There is one week until the submission date.

Compute Canada and regional consortia Compute Ontario are in a bit of a legal battle about governance regarding large scale projects through CFI. Goal is to have high performance computing available to all researchers across the country.

Funding announcements from NSERC and SSHRC in the next week.

b. Director of Research Services Report

Funding announcements as noted in M. Owen’s report. J. Freeman reported that S. Tuuha has left UOIT. E. Beverley is her temporary replacement. A search will commence shortly for a permanent replacement.

7. Next meeting

Next meeting Friday April 22, 11:00 – 12:30, ERC 3023

8. Adjournment