



Research Board

Minutes

Date: Sept 9, 2015
Time: 3:00 - 4:30 pm
Place: DTB 524
Present: P. Cote (for Robert Weaver), H. de Haan, P. Drayson, J. Freeman, G. Edwards, C. Elliott, J. Hughes, B. Ikeda, A. Leach, J. Percival, Q. Mahmoud, M. Owen (Chair), V. Sharpe (Secretary), J. Percival, V. Shytlla

1. Introduction of new members and welcome Greg Edwards, Manager, Research and Trust Accounting.
2. **Approval of the Agenda**
Motion to approve: A. Leach, J. Hughes. All in favour. Motion passed.
3. **Terms of Reference**
The Research Board Terms of Reference and the responsibility of the member representatives were reviewed.
4. **Approval of previous meeting's minutes**
Motion to approve, as corrected: J. Hughes, seconded by B. Ikeda. All in favour. Motion passed.
Correction: Deletion of reference to June 2015 meeting.
5. **Business Arising**
 - Records Management Policy – This policy was shared through the Faculty Councils. ACTION: V. Sharpe will contact N. O'Halloran to provide updated copy and circulate to the Research Board. ACTION: M. Owen will meet with C. Foy to determine if the policy has gone to Academic Council and the Board of Governors.
 - IP Policy sub-committee – This committee had not met. The Vice-President was consulting with the Deans on membership.
 - End date of start-up funds – M. Owen had met with B. Maclsaac. All new start up funds had been assigned an end date at which the funds would no longer be available. For 'start up' grants that had not had a start up date, these would continue.

6. Old Business

- a. Records Management Policy
As above “Business Arising”.
- b. Undergraduate Student Research Fellowship

J. Freeman reported that a framework has been developed but not implemented. There is a need to ensure that such fellowships are not confused with employment. **ACTION:** J. Freeman will circulate the outline for RGAs, Fellowships, etc. J. Freeman also noted that STAR and NSERC USRA are competitive programs.

7. New Business

- a. Residual Funds Policy
C. Elliott presented the revised Residual Funds Policy and Procedures. He responded to questions and comments, including process for approval (the policy and procedures had been under development for 8 months and had been reviewed previously by the Research Board), the inclusion of references to additional policies and procedures (e.g., Records Management Policy), the need to have consistency in references to procurement and expense policy, internal use of funds policy and over-expenditures policy. C. Elliott responded to questions related to the clause 6.1.2, noting that the intent is to make as much of the funds available to researchers as possible.

The proposed policy and procedures were amended to include:

- Section 4 – addition of a second researcher representatives
- a full list of related policies and procedures
- Section 6 – ensure consistency in the name of the “Residual Funds Governance Committee”

Motion to approve: A. Leach. Seconded by B. Ikeda. All in favour. Motion passed.

- b. Concur Travel Expenses
C. Elliott reviewed the circulated presentation and noted that this services is for UOIT employees, not students. **ACTION:** C. Elliott will investigate if the Concur Travel Expense process could be made available to selected graduate students

C. Elliott clarified that the service will work with non-UOIT BMO Purchasing Cards but it would not provide all services and that it is not mandatory to use the service. **ACTION:** C. Elliott will incorporate the feedback into the presentation for future presentations as the program rolls out.
- c. IP Policy Sub-committee update
See above “Business Arising”.
- d. Conflict of Interest in Research sub-committee update
The committee met and provided significant comments. The policy has gone to the Policy Analyst for feedback and will be brought back to the Research Board.
- e. Digital Research Infrastructure
M. Owen noted that he asked a small committee of I. Tamblyn, C. MacGregor, and H. de Haan to prepare a response to Industry Canada in response to the Digital Research Strategy. M. Owen circulated copies.

- f. **Tri-Agency Monitoring Visit**
C. Elliott provided a presentation on the upcoming visit.

8. Other Business

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

9. Reports & Information

- a. **Vice President's Report**
M. Owen will circulate a hard copy of the International Strategy along with his report.
- b. **Director of Research Services Report**
J. Freeman reviewed the UOIT Annual Research Performance.

10. Next meeting Wednesday, October 7, 3:00-4:30, CC 2214

11. Adjournment

4:41 pm.