

### **1.D-2013: Establishment of Research Centres**

#### **1. Purpose**

The purpose of this policy is to define Research Centres, the intended scope of their activities, and their required governance and reporting structures with St. Mary's University.

#### **2. Definitions**

- 2.1 A research centre is created to promote and encourage scholarly activity of a basic or applied nature in a specific area of study. A research centre is an organized research unit which serves as a locus for such activities as stimulating research, attracting research funds, enhancing the research experience of faculty, professional staff, students, and visiting scholars, and, where appropriate, developing and offering curriculum in a specific area of study. In pursuit of this objective, the centre may establish links inside and outside of St. Mary's University; organize seminars, symposia and conferences, apply for external funds for research or the dissemination of scholarly information; and maintain an appropriate infrastructure.
- 2.2 Date of founding of a research centre is the date upon which final approval of the proposed centre is granted by the Board of Governors.

#### **3. Objectives of Research Centres**

The principal objectives of research centres at St. Mary's University shall be to conduct research, stimulate research in a specialized field, attract research funds, and enhance the research experience of faculty, professional staff, students, and visiting scholars. Research centres may develop and offer curriculum in a specific area of study. The objectives will be accomplished through collaborative effort involving a group of researchers. The research to be conducted will be in a field of particular importance to the strategic plan of the university, or in which there exists a sufficient strength of resources within the University. In considering the creation of a new centre, consideration shall be given to: compatibility of

<b>Approval Authority</b>	<b>Responsible Office</b>	<b>Effective Date</b>	<b>Date Last Revisited</b>
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the centre's goals with the mission and mandate of St. Mary's University, existing research organizations within St. Mary's University, demonstrable advantages to be gained, and whether there are sufficient resources (financial, personnel, knowledge, skills) to sustain such an effort.

#### **4. General Principles**

This policy is intended to provide guidance in the establishment, management, and review of research centres at St. Mary's University.

- 4.1 The University is committed to promoting excellence in research among its faculty and professional staff. The creation of research centres can enhance the capacity of faculty and professional staff to form creative partnerships inside and outside of the University and to attract supplementary funding in support of their research programs, and to contribute to the enhancements of the educational, research, and service missions of the University.
- 4.2 It is necessary that all research centres created under the auspices of the University are consistent with the strategic plan of St. Mary's University and support the research goals of the members (faculty, professional staff, and students) of the St. Mary's academic community.
- 4.3 The objective of this policy is not to add to the administrative burden of research centres, but to establish conditions that will enable them to plan effectively, ensure financial and programmatic accountability to the University, communicate effectively with relevant constituencies within and outside the University, and mitigate the University's exposure to financial and legal liabilities.
- 4.4 Research centres can identify themselves as a St. Mary's University entity, organize conferences, symposia, and other events under the University logo, and apply for or solicit research funding as a St. Mary's University unit only if they have been officially recognized by the University.
- 4.5 All St. Mary's research centres agree to abide by all St. Mary's University policies, including those governing academic freedom, financial administration and accountability of research funds, intellectual property rights, and research ethics policies.

- 4.6 To ensure both effective planning and accountability and adequate participation in decision-making, all research centres must establish an Advisory Committee of key stakeholders which will meet at least once a year. The Vice-President Academic & Provost and the Director of Grants and Research should be members of this Advisory Committee.

## **5. Procedures for the Establishment of a Research Centre**

A research centre may begin as an information research group or network formed to identify and coordinate a particular research focus and to promote that activity, locate funding, and facilitate communication among interested faculty. Research groups which desire to establish centre will present a preliminary proposal to the appropriate Faculty Council after consultation with the Vice-President Academic & Provost. If the Faculty Council endorses the preliminary proposal, the group will prepare a detailed proposal for approval by Academic Council. Upon the recommendation of Academic Council, the proposal for the establishment of a research centre will then be submitted to the Board of Governors for final approval.

The proposal for establishment of a research centre should include the following elements:

- a) the goals and objectives of the research centre;
- b) outline of the rationale for the establishment of the centre and its relationship to the strategic plan of St. Mary's University;
- c) identification of projects to be initiated and completed in the areas of research, conferences, consulting, etc.;
- d) an initial three year business plan;
- e) criteria for membership in the centre;
- f) description of the administrative structure of the centre including the role of the director of the centre.

## **6. Annual Reporting**

Each research centre must submit an annual report to the Vice-President Academic & Provost by May 15<sup>th</sup> of each year. This report must include:

- a) The goals set, those accomplished and those yet to be accomplished, for the year just ending;
- b) projects initiated and completed in the areas of research, conferences, and consulting;
- c) specific objectives for the next year, and general plans for the next three years,
- d) a list of all current members of the centre;
- e) a financial statement for the past year;
- f) a budget for the next fiscal year (April 1-March 31);
- g) a list of the scholarly presentations and publications by faculty, staff, and students associated with the centre;
- h) a copy of the minutes of the Advisory Committee.

## **7. Review of Research Centres**

- 7.1 All research centres established by the University must be reviewed after the first three years of operation, and thereafter every five years. Centres established with substantial external funding for a set period of time must be reviewed after five years, or earlier, if the external funding expires prior to the initial five year period.