

 RED RIVER COLLEGE OF APPLIED ARTS, SCIENCE AND TECHNOLOGY POLICIES & PROCEDURES	# Pages 2	Number R9
	Originator: Director, Applied Research and Commercialization Approved by: President's Council	
TITLE: APPROVAL TO FORWARD AN APPLICATION FOR RESEARCH FUNDS TO AN EXTERNAL SPONSOR	Effective Date	Replaces
	November 14, 2006	New

1. PURPOSE

- 1.1 This policy states that it is the responsibility of the researcher to obtain the College's approval before submitting a grant or contract application to an external sponsor.

2. DEFINITIONS

- 2.1 *Principal Investigator:* The researcher with overall responsibility for the direction of a research project, grant or contract.

3. POLICY

- 3.1 All RRC staff seeking research funding must have read and understood all of the pertinent policies governing research at Red River College, including: H1 – Research Involving Human Subjects; H2 – Integrity in Research and Scholarship; H3 - Animal Care and Research Policy; H4 - Conflict of Interest in Research Policy; H5 - Students Rights in the Conduct of Research Policy; H6 - Research in the Yukon, Northwest Territories and Nunavut Policy; H7 - Research Involving Biohazards and Radioactive Materials; and A9 - Intellectual Property and Copyright.
- 3.2 All application and/or submissions for funding for research shall follow the procedure outlined herein.

4. PROCEDURE

- 4.1. An applicant (principal investigator) must discuss any research proposal with his/her supervisor, addressing in particular, the allocation of time necessary, and whether this will be on college or personal time.
- 4.2. An applicant (principal investigator) must obtain all the necessary documents, forms and conditions from the granting agency.

- 4.3. All applications/ proposals must have the appropriate academic endorsement before being submitted: - for faculty this will be the Dean; for staff this will be the immediate supervisor; for the any formalized research groups, this will be the senior researcher.
- 4.4. Budgets estimates for the research project/proposal must be prepared by the applicant, and reviewed by Financial Services, prior to submission of the proposal to Applied Research & Commercialization.
- 4.5. An applicant (principal investigator) shall submit each application for grant or contract funding, including letters of intent, from any research sponsor (for example, government; industry; international organization; business, labour, or other organization; foundation, whether private or public) to the Director of Applied Research and Commercialization for approval before the application may be forwarded to the sponsor. College approval is required whether or not the sponsor requires such approval.
- 4.6. The proposal will then be formally evaluated from the viewpoint of general college policy and strategic direction, and a decision made for approval or rejection. The Director may appoint a committee to provide these evaluations.
- 4.7. Completed applications should be submitted to the Director of Applied Research and Commercialization on or before specified internal deadlines to be determined by the Director of Applied Research and Commercialization, to allow time for administrative review of applications.
- 4.8. Approval by the Research Ethics Board (REB) shall be required for all research involving human subjects.
- 4.9. The Director of Applied Research and Commercialization will consult with the Vice-President, Finance and Administration to ensure that contract proposals conform to College policy.
- 4.10. When finalized, the Director of Applied Research and Commercialization shall forward the grant or research proposal to the appropriate agency.
- 4.11. Co-investigators participating in multi-centred research projects that receive funding from external sponsors shall provide a copy of the proposal to the Director of Applied Research and Commercialization.

Related Policies:

A9 - Intellectual Property and Copyright
F9 – Conflict of Interest
H1 – Research Involving Human Subjects
H2 – Integrity in Research and Scholarship
H3 - Animal Care and Research Policy
H4 - Conflict of Interest in Research Policy
H5 - Students Rights in the Conduct of Research Policy
H6 - Research in the Yukon, Northwest Territories and Nunavut Policy
H7 - Research Involving Biohazards and Radioactive Materials
Adjunct Researchers Policy