



POLICY:  <b>Administration of Research</b>		POLICY NUMBER:  <b>R-1</b>
		PREVIOUS/REPLACES: <b>Administration of Research</b>
APPROVED BY: <b>Executive Council</b>	EFFECTIVE DATE AS OF: <b>May 4, 2021</b>	PRIOR VERSIONS: <b>December 5, 2018</b>

**1. Policy Statement:**

Purpose:

To establish the scope, authority, principles and responsibilities related to the administration of research at the Manitoba Institute of Trades and Technology (to be referred to as MITT or Institute).

Statement:

MITT believes research makes important contributions to our society, is required in all sectors of society and the economy to overcome barriers and problems and address opportunities, is a fundamental skill that should be acquired by all members of society, and is an integral component of a post-secondary educational experience.

At Manitoba Institute of Trades and Technologies (MITT or Institute) the administration of research is applicable to all stages of research, including idea generation, proposal writing, development of research teams, management of finances and resources, engagement of students and employees, collaboration with clients and partners, execution of research projects, reporting to stakeholders, marketing, management and assignment of intellectual property, and closing of projects.

The administration of all research and scholastic activities shall be conducted in accordance with relevant MITT policies and procedures and in compliance with policies of, guidance provided by, and agreements and contracts entered into with, granting agencies, clients, governments, academic partners, donors and other supporting entities.

Principles:

- 1.1 All Grants and financial Contributions made to MITT in support of applied research shall be held in trust by the Institute and used solely for the purposes for which they were provided.
- 1.2 Unspent funds of expired or terminated grants from the Natural Sciences and Engineering Research Council (NSERC) or the Social Sciences and Humanities Research Council (SSHRC) will, with the approval of the relevant Council, be deposited in the General Research Fund, opened under the authority of the MITT President, and utilized in accordance with Council guidelines.
- 1.3 The “Centre for Learning and Innovation” (CLI) is responsible for administering all research conducted at MITT. This includes responsibilities for:



### 1.3.1 Policies

Policies will be coordinated together with the Corporate Policy Consultant as follows:

1.3.1.1 Ensuring that the Institute has relevant research policies that address the requirements of grantors;

1.3.1.2 Ensuring other Institute policies adhere to grantor requirements and support the efficient operation of the applied research program;

1.3.1.3 Ensuring policies are communicated to the MITT community;

1.3.1.4 Ensuring all research is conducted in accordance with MITT policies related to research;

### 1.3.2 Administration

1.3.2.1 Managing finances received from grantors and clients and all research accounts established by MITT;

1.3.2.2 Ensuring completeness of all documentation and maintaining copies of all relevant documents;

1.3.2.3 Tracking and maintaining records of all projects;

1.3.2.4 Protecting all sensitive research data and records provided by grantors, clients and partners or developed in Research Projects;

1.3.2.5 Reporting as required to the Institute, grantors, clients and partners;

1.3.2.6 Providing support to all Institute committees dealing with research;

### 1.3.3 Grants and Contracts

1.3.3.1 Keeping apprised of sources of external research grants and sharing opportunities with the MITT community;

1.3.3.2 Managing the grant writing process by supporting grant writers, reviewing and approving all Grant Proposals and submitting proposals to the relevant grantor on behalf of MITT;

1.3.3.3 Negotiating and administering all grant contracts and agreements with grantors;

1.3.3.4 Negotiating and managing Research Contracts with clients and partners;

1.3.3.5 Managing Contract Research projects;

### 1.3.4 Business Development

1.3.4.1 Liaising with industry, academia, government and other enterprises for the purpose of sourcing clients and partners;

1.3.4.2 Ensuring the marketing of applied research services to relevant target audiences;



1.3.5 Researchers

1.3.5.1 Supporting faculty and researchers with logistics such as purchasing and hiring research staff;

1.3.5.2 Providing services for students participating in the Curriculum-Based Applied Research program;

1.3.6 Research Outcomes

1.3.6.1 Managing any Institute IP created during Research Projects and assisting in any technology transfer activities;

1.3.6.2 Supporting the dissemination of research;

- 1.4 All research activities and actions undertaken under the authority of MITT shall conform to Institute policies and procedures and any applicable legislation and regulations.
- 1.5 All research conducted at MITT that is funded by grantors and clients will be done in accordance with the terms and conditions in the contracts and agreements.
- 1.6 Equipment purchased for research activities is the property of MITT unless otherwise specified in the terms and conditions under which the granting agency, donor, client or sponsor provided the funds to purchase the equipment.
- 1.7 Research Contracts shall be executed as written or amended by mutual consent of all collaborating clients and partners.
- 1.8 Academic departments are responsible for keeping the CLI apprised of their research activities and for collaborating with the CLI on grant writing and management, project execution, delivery of the Curriculum-Based Applied Research Program, project tracking, reporting and marketing.
- 1.9 Administrative, People Services, Information Technology, Physical Resources and other support functions are responsible for collaborating with the CLI and academic departments to build research capacity and support the delivery of applied research services to clients and partners.
- 1.10 Executives, Directors, Deans and other Administrative staff are responsible to ensure that their portfolios support the applied research program and that staff participating in applied research activities adhere to this Policy.
- 1.11 Clients and Partners are responsible to ensure their actions and contributions are made in accordance with this policy.
- 1.12 Only MITT has the legal authority to enter into contracts, whether binding or not on the Institute, and all grant proposals, contracts and agreements must be signed by the designated Signing Authorities of the Institute.



**2. Scope:**

This Policy applies to all:

- 2.1. MITT employees who engage in research activities as part of their duties and responsibilities, whether as administrators, clients or as researchers,
- 2.2. All students of MITT who engage in research delivered through curriculum or as volunteers, and
- 2.3. All clients of MITT when engaging in research projects in collaboration with MITT.

**3. Procedure:**

To be determined after the policy has been endorsed.

**4. Administration:**

The Vice-President Academic is responsible for ensuring that this policy is adhered to.

**5. Review:**

This policy will be reviewed every five years by Executive Council.

**6. Reference:**

Research

1. Ethical Conduct for Research Involving Human Subjects
2. Integrity in Research and Scholarship
3. Intellectual Property
4. Research and Innovation

General

1. Conflict of Interest
2. Copyright/Fair Dealing

**7. Definitions:**

See Applied Research Policy Definitions (R-6)