Research Board Minutes

Date: October 6, 2014
Time: 8:30 - 10:00 am
Place: CC 2222
Present: J. Freeman, J. Hughes, B. Ikeda, H. Kishawy A. Leach, G. Lewis, C. McGregor, M. Owen (Chair), V. Sharpe (Secretary), E. Waller (for B. Campbell), R. Weaver
Absent: C. Elliott

1. Welcome and introductions
   M. Owen welcomed the group to the first meeting of the 2014-15 year and introduced new member A. Leach.

2. Approval of the Agenda
   Motion to approve: E. Waller, seconded by J. Hughes. All in favour. Motion passed.

3. Approval of previous meeting’s minutes
   Motion to approve: B. Ikeda, seconded by G. Lewis. All in favour. Motion passed.

4. Business Arising
   Review Research Board Terms of Reference
   M. Owen reviewed the RB Terms of Reference.

5. New Business
   a. Research Board Work Plan
      M. Owen reviewed the RB work plan.

   b. New Policy: Over-expenditures on Research Accounts (for approval)
      J. Freeman noted that past instances of over-expenditures were dealt with on a case-by-case basis and there is a need for a transparent policy. The committee that developed the policy had wide representation and is seeking feedback from the Research Board. B. Ikeda requested the term in 2.1b “Confirmed as receivable” be defined. J. Freeman noted that more clarification is needed in the language around documentation from industry partners re: lateness of funding. E. Waller noted that the policy affects various groups. (i.e. GSO) and questioned the enforcement policy, the responsibility of the Deans and how this affects university overhead. J. Freeman noted that these items are covered in the procedure document noting that there are exceptions. C. McGregor raised concerns about the process in place to capture the information and improve the process re: allocation of funds, encumbrances, purchases, etc. J. Freeman noted that there are better processes in place to track funds, analyze funds, etc. Researchers expressed the need to have expenditures encumbered and transparent so that they can better manage the funds. J. Freeman noted that researchers are asking RTA to be more involved, RTA structure is changing, and staffing has changed. M. Owen asked that specific modifications to the policy document (i.e. Issue of responsibility) in addition to expressing a need to have a policy for the funds for research students and how the funds will be managed within the allocation. G. Lewis noted that there should be some examples of possible consequences of over-expenditures. The role of the Faculty PBO was
questioned. J. Freeman noted that there has been increased outreach for training re: RTA and Faculty and that the committee will do more consultation and will bring the document back to the November Research Board meeting. M. Owen noted that 30 days for fundholder to get back to RTA is too long and questioned how UOIT monitors and collects overdue payments from sponsors and how this is communicated to the fund holder.

**ACTION:** V. Sharpe re-send and ask for feedback within 7 days.

c. Revised Policy: Internal Use of Funds (for approval)
   Motion to approve: A. Leach, Seconded by C. McGregor. All in favour. Motion passed.

Send small edits to J. Freeman for inclusion in policy by the end of the month.

6. **Other Business**

   a. Roundtable on key issues that impact research in Faculties

   B. Ikeda requested support from the Research Board to get the Working Alone Policy completed. J. Freeman noted that she is on the Health & Safety Committee and will follow up. M. Owen will follow up with Cheryl Foy.

7. **Reports & Information**

   a. **Vice President’s Report**

      M. Owen circulated his report and reviewed the contents. M. Owen will share electronically and noted that it can be shared with colleagues.

      M. Owen noted that there will be a midpoint review of the SRP. A. Leach noted that there is a focus on Tri-Council funding. M. Owen will include additional funding sources. E. Waller noted that perhaps there should be some comparator universities for the data chart. M. Owen noted that the Library would ask for this information. Additional info requested: Faculty to student ratio. Question about how international statistics are captured. M. Owen noted that Scott Clerk is working on this.

   b. **Report on Research Entities**

      i. Centre for Evaluation & Survey Research (CESR)
         Has been folded into a research group within FSSH.

      ii. University-Community Link Unit (CLU)
         Has been folded into a research group within FSSH.

      iii. Forensic Psychology Research Group
         Report presented.

Researchers questioned if there were any lessons learned from the now defunct centres and noted that they were all dependent upon central resources and were not sustainable on the small amount of external funding they brought in. Suggestions for greater success: 1) Centres may need to be supported by more than one or two faculty experts; 2) Centres need support of Deans from more than one unit; and 3) Centres need to demonstrate a plan of how they’ll work with other faculties.

For information:

c. Report on overhead
d. Research Funding Update 2013-2014
e. CFHSS Framework for identifying impact and indicators
f. CFHSS International Policy and Practice on Open Access for Monographs
g. Innovation.ca (CFI) presentation to OCUR
h. Update on Tri-Agency Programs, Initiatives and Policies

8. **Faculty Exchange**

9. **Next meeting** (Monday November 17, 8:30-10:00, ERC 1058)

10. **Adjournment**

    10:05 am.