

APPLIED RESEARCH

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	D. Student / Academic
Policy Number:	D09
Approval Date:	March 19, 2018
Effective Date:	March 19, 2018
Policy Owner:	Vice President, Research

Objective:

This policy outlines the oversight for applied research activity as well as the process undertaken to develop and approve new research projects and programs. This policy applies to Applied Research Contracts entered into by the College for research carried out by College faculty, staff, or students on or off College premises, using College resources, services, facilities, or equipment. The authority to execute contracts is delegated by the College to certain officers of the College. Individual faculty, staff, or students, are not authorized to contract on behalf of the College without formal delegation of this authority. Fostering innovation and providing opportunities for the College's faculty, students, and partners in business, industry, and public service to participate in applied research are important roles for Colleges as specified in the Province of Alberta Post-Secondary Learning Act (Section 103.2). In support of this mandate, the College's emphasis is on applied research. Olds College shall be the premier Canadian integrated learning and applied research community specializing in Agriculture, Horticulture, Land and Environmental Stewardship.

Policy:

The Olds College Centre for Innovation (OCCI) is the primary department of applied research at Olds College. The main purpose of applied research at Olds College is to provide research solutions to industry problems while increasing exposure of students to research methodology and technologies for enhanced learning. The criteria used for assessing priority areas for research at OCCI are:

- Alignment with industry and regional priorities
- Availability of funding
- Qualified personnel
- Complementary facilities and equipment
- Alignment with academic programming

OCCI enters into research contracts which are consistent with the College's mission, vision and values, for which the required expertise, facilities, and services are available, and when mutually acceptable terms and conditions can be negotiated. Research contracts are of overall benefit to the College, providing the College with resources, research

equipment, or facilities not otherwise available from College funds; academic benefits to staff or educational opportunities for students extra to normal programs; or a share of the revenues from the commercial use of the results.

General:

1. The College assigns responsibility for the oversight and coordination of research to the Vice President responsible for Applied Research, and provides the support services to carry out this responsibility. The Vice President must have full knowledge of any research being conducted with impacts in terms of safety, human ethics, humane treatment of animals or environmental impact. Please refer to Olds College Policy D38 Responsible Conduct of Research, Policy A20 Institutional Animal Care and Use, Policy D44 Research Involving Animals and Policy D45 Research Involving Humans.
2. OCCI acts as the Research Grants Office at Olds College.
3. Where outside organizations are involved, Olds College will ensure that the research results are not utilized as an Olds College endorsement of a product or a process unless written authorization is given by the Olds College President.

Financial:

1. Olds College provides the infrastructure for financial reporting and accountability required by research projects and funding agencies. Providing and maintaining the financial reporting infrastructure is the responsibility of Business Services in consultation with OCCI staff.
2. Research grant applications, research grant agreements and research contracts are to be signed by the appropriate signing authority. Management of the grant terms and compliance with the terms and conditions is the responsibility of the signing authority. This includes the timely submission of required progress reports.
3. OCCI is expected to manage overall revenue and to recover direct expenses and departmental overhead from research grants, contracts and partnership agreements.
4. Olds College provides a General Research Fund account in order to carry forward any residual grant funds from prior years. Such funds, should they be awarded to Olds College, will be held in trust for the funding agency and will be used to enhance the quality of research as specified by the granting agency.
5. The contract specifies the frequency of, or the dates on which, financial reports (statements of expenditures) are required. Business Services is responsible for the preparation and timeliness of the financial reports as per the terms of the grant.

Personnel:

1. Olds College and its researchers shall comply with all relevant policies of the College and any funding body as well as all legal requirements, including Policy D38 Responsible Conduct of Research and the confidentiality and intellectual property policy provisions of the College, the contracts and the research granting bodies' requirements.
2. Research personnel are employed in accordance with the College's Human Resource policies and Collective Agreements.

IP and Confidentiality:

1. Decisions on intellectual property generated through applied research projects will be referred to Intellectual Property provisions (outline in Procedures below).
2. Olds College provides safeguards, as is reasonably practicable, to protect the sensitive and confidential information entrusted to it and abides by funding agency data protection requirements as determined in any agreements entered into between Olds College and a funding agency. Information and data generated through applied research will be managed in a confidential manner as set out in Olds College Policy D38 Responsible Conduct of Research.

Compliance with Regulations:

1. Applied research involving humans will be subject to an Ethics Review Board as set out in Olds College Policy D45 Research Involving Humans.
2. Research activities involving animals will be subject to review and approval by the Institutional Animal Care and Use Committee as set out in Olds College Policy A20 Institutional Animal Care and Use and Policy D44 Research Involving Animals.
3. Environmental impact assessments will be carried out as required.
4. All research involving biohazards shall be reviewed and approved by a Biosafety Officer before funds shall be released or work commenced. The Biosafety Officer shall use as a minimum standard the Public Health Agency of Canada's Laboratory Biosafety Guidelines.

Definitions:

Research: an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation Applied research: conducted to discover knowledge with an identifiable and immediate practical application. This form of research tends to be more focused on the identification of practical solutions or applications. In general, applied research lends itself more readily to third-party support, including financing from the private sector, granting councils, and communities.

Research Contract: any legally binding agreement to perform research on behalf of an outside sponsor who, as a condition of sponsorship, requires a certain performance by the researcher, within a specified time frame, and specifies ownership, preferential use, and/or control of the research results or the publication of the research results.

Intellectual property: includes, but is not limited to, substances, processes, formulations, technical information, reports, photographs, drawings, plan specifications, models prototypes, inventions, patterns, samples, designs, or know-how, whether patentable or not.

Researcher: any persons undertaking research, including faculty, staff, students, visitors and contractors.

Principal researcher/investigator: the holder of an independent grant administered by the college and the lead researcher for the project.

Direct expenses: the direct resources required to complete a research contract

Related Information:
Related Procedures:
Review Period:
Revision History:

<p>including: personnel costs specifically related to the activity, supplies and materials, travel and accommodations related to carrying out the contract, advertising, special fees and licenses, and other costs directly related to contract delivery.</p> <p>Departmental overhead: ongoing administrative expenses that cannot be attributed to any specific contract, to cover the costs of administrative support in developing, processing and supporting research contracts. Indirect costs may include allocations from supporting departments.</p>
<p>D38 Responsible Conduct of Research A20 Institutional Animal Care and Use D44 Research Involving Animals D45 Research Involving Humans</p>
<p>D09 Applied Research Procedure</p>
<p>3 years</p>
<p>New: November 2013 Revised: March 2018</p>