**Terms of Reference: Research Cost Recovery Review Committee**

**Role:**

To review exceptions to the minimum indirect cost recovery rate of 25% of direct costs as per the Research Cost Recovery Policy RCH-030-005 and to make recommendations to the Vice President (Research).

**Responsibilities:**

* Review the “Exceptions to Research Cost Recovery Rate” form and assess whether the researcher has made a compelling argument to modify the 25% minimum indirect cost rate. In their deliberations, committee members may take into account considerations including, but not limited to:
  + Ownership of equipment
  + Overall support or high volume of research funding from sponsor
  + High level of student training in the proposed funding agreement
  + Competitive pricing issues when compared with other research institutions
* Communicate recommendation to the Vice-President (Research) within five (5) working days of receiving the form.
* Recommend changes (as necessary) to the Research Cost Recovery Policy RCH-030-005 and associated forms based on experiences gained through evaluation of the requests

**Membership and Voting:**

The following are ex-officio, voting members:

* Chair, Council Committee on Research
* Associate Vice-President (Finance)
* Associate Vice-President (Research)
* Director, Office of Research Partnerships and Innovation

**Frequency of Meetings and Manner of Call:**

In most cases, the committee will review the “Exceptions to Research Cost Recovery” forms electronically, as they are received. The committee has the discretion to meet face to face and/or to consult with others as it deems necessary.

**Reporting:**

The committee will report annually to the Vice-President (Research) and the Council Committee on Research on the requests received and recommendations made.