



# Research Project Management

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Vice-President (Research)

# Agenda

- ORS/ORPI Team Overview
- How We Support Research
- Research Project Management
- Project Requirements
  - Ethics, Indirect Costs, IP, SMS/FM, Project Supports
- Contracts/Legal Requirements
- Best Practices
- Questions?

# ORS Versus ORPI

- Office of Research Services:
  - Providing guidance with grant proof reading, budget preparation, and submission;
  - Assisting in grant and contract post-award reporting and regulatory observance;
  - Facilitating workshops, mentorship programs, and internal review programs; and
  - Identifying funding opportunities.
- Office of Research, Partnerships, and Innovation:
  - Reviewing, negotiating, and developing agreements, such as non-disclosure or confidentiality agreements, MOUs, and research contracts;
  - Working with researchers in the identification, protection, and commercialization of intellectual property (technology);
  - Facilitating relationships with industry partners, including individuals, communities, governments, NGOs, other academic and research institutions, and business; and
  - For external agencies interested in partnering with the University of Regina or researchers looking for assistance in finding an external research partner.
- Together:
  - Increasing awareness of and ensuring adherence to University policies, ethical research standards, and Canadian and international research-related and intellectual property laws and regulations; and
  - Using Converis to track projects and for communication.

# ORPI Team Overview

- Vice-President (Research) | Christopher Yost, PhD
- Associate Vice-President (Research) | Andrea Sterzuk, PhD
- Saurabh Kapoor, Research Partnership Officer
  - Engineering/Science
- Victor Goodman, Research Contract Officer
  - Human Research/Social Sciences
- Michaela Stangier, Research Contract Officer
  - Mitacs/Data-Sharing/Material Transfer
- Andrew Doan, Commercialization Officer
- Fatima Dargah, Senior Advisor, Business Development, Mitacs

# How We Support Research

- Knowledge on the requirements for research projects:
  - Relaying processes
  - Drafting proposals/budgets
  - Legal expertise
  - Ethical requirements
- Research/industry connections and partnerships
- Funding opportunities
  - Grants (Tri-Agency and Mitacs)
  - Presentation: Grant Facilitation Overview – March 17 @ 1:00PM

# How to Start a Project

- A Principal Investigator can engage the ORS/ORPI at any time throughout the project
  - The sooner you advise us the sooner we can tell you what is required
  - Some processes can take up to six to eight weeks to complete
- Contact staff directly or at [Research.Services@uregina.ca](mailto:Research.Services@uregina.ca)
- Reach out to Dr. Andrea Sterzuk for assistance or to be directed – [AVP.Research@uregina.ca](mailto:AVP.Research@uregina.ca)

# Research Project Management

Step 1: Identify Research Opportunity

Step 2: Contact our office

- Contact information available online
- [Research.Services@uregina.ca](mailto:Research.Services@uregina.ca)

Step 3: Meet requirements for the project

- Indirect Costs
- Ethics Review Board
- Intellectual Property
- Supply Management Services/Facilities Management
- Additional Supports

# Indirect Costs

- All research funding agreements must include an allowance for the University Indirect Cost Recovery Rate (Research Cost Recovery Policy)
  - Minimum rate of 25% of direct costs
- The Indirect Cost Recovery Rate shall not apply to:
  - Tri-Agency grants that do not include a special budget section for indirect costs
  - Research funding programs that have specific published indirect costs rates that are applied to all Canadian universities
- Exemptions:
  - Research Cost Recovery form

# Ethics Review Board

- Some projects require approval from the Research Ethics Board (REB)
  - Human participants / human biological materials
  - Animals
  - Cannabis
- Approval must be obtained **PRIOR** to data collection

## Exemptions:

- Publically available information
- Observation of people in public places
- Secondary use of anonymous information

Presentation: Submitting an Application to the REB Using Converis  
– February 24th, recording available

# Intellectual Property

- Determining IP - who owns research results and developed technologies/processes? Who can publish results?
- IP options:
  - U of R owns IP
  - Sponsor owns IP
  - Shared IP
- Results and developed technologies can sometimes be commercialized
  - IP ownership must be established
- ORPI Commercialization Officer – Andrew Doan

# Supply Management Services

- Some research projects require that materials are purchased from external vendors
- Supply Management Services (SMS) must be engaged when it comes to procurement for research
  - Purchases over \$5,000
  - Including equipment, surveys, consulting services, etc.
  - Facilities Management should also be engaged if there are space requirements
- Involvement at the onset is ideal
- Contact [Purchase@uregina.ca](mailto:Purchase@uregina.ca)

# Additional Supports

- Research Information Technology Support (RITS)
  - Software discovery and reuse
  - Supervise research software development teams
  - Advise and inform developers of best practice
  - Inter-institutional knowledge transfer
  - Outreach and communication
  - Use of Canada's Digital Research Infrastructure (DRI)
  - Writing grant applications, which have research software components
- The Library for issues related to data management

# Legal Requirements and Contracts

Step 4: Obtain proper documentation for the project

- Grant administration forms
  - Funded Research Approval Form (FRAF)
  - Release of Research Funds Prior to Ethics Review Form
  - Conflict of Interest Disclosure Form for Research Projects
- Compliance forms
- Grant forms
  - Research Proposal template
  - Budget template
- Disclosure of Intellectual Property Forms
- Contracts

File Types	Definition
Sponsored Research Agreement	Funds provided to the University for research. All (or at least most) of the contemplated work is done by U of R staff.
Collaborative Research Agreement	Both parties are contributing meaningful effort to the project and funds are provided to the University.
Service Agreement	U of R is providing a service to the partner, IP is retained by partner; not eligible for research grants.
Funding Agreement	An agreement used to transfer funds provided by a granting agency.
Mitacs Agreement	Agreement with partner that goes alongside a Mitacs project.
Alliance Agreement	Agreement with partner that goes alongside an Alliance project.
Amendment to any agreement	Change of date, work plan, additional funds, etc. that modifies an existing agreement
Subcontract	A contract that is subordinate to another contract that the University has signed. It is usually a funds transfer out of the University.
Data Sharing Agreement	A transfer of Data between University and the conditions of that transfer.
Material Transfer Agreement	A transfer of materials between the University and another institution and the conditions of that transfer.
Non-Disclosure Agreement	An agreement to keep information confidential, primarily used to share information about a potential research project.
Inter-institutional Agreement	Used for projects between academic institutions, primarily for the support of grant applications like NCE, SSHRC, CFI, etc.
Intellectual Property	Agreement for the transfer of intellectual property.
Invoice Agreement	An agreement between institutions for grants.
Memorandum of Understanding	(Non legally binding) A memorandum of understanding is a document that describes the broad outlines of an agreement that two or more parties have reached. MOUs communicate the mutually accepted expectations of all of the parties involved in a negotiation.
Gift Agreement	A charitable gift provided by a donor. These funds will be received for research in collaboration with UAC.
Purchase Order	In some cases, institutions will prefer to initiate payment via a purchase order instead of a contract and appropriate documentation will need to be produced.
User Agreement	Access to facilities such as synchrotrons and accelerators require user agreements. Can use for memberships as well.

# Research Project Management

Step 5: Set up the FOPAL for the research funds

- This is the job of the ORPI – we will communicate with Financial Services to set up a fund for the project

Step 6: Meet contractual obligations

- Reporting obligations, payment of interns, sharing data, materials, etc.

Step 7: Research, learn, innovate!

# Best Practices

- Contact the ORS/ORPI at the onset of a project.
- Review relevant policies and forms
  - Research Related Policies: <https://www.uregina.ca/research/policies-forms-top/research-policies.html>
  - Research Forms: <https://www.uregina.ca/research/policies-forms-top/index.html>
- Spend time determining the resource requirements for the project (financial, material, human).
- Spend time determining who your stakeholders are for the project, where stakeholders are anyone who can impact the project (SMS, RITS, etc.) and anyone who may be impacted by the project (e.g. community, participants which might lead to an ethics review). Engage your stakeholders early in the process.
- Spend time thinking about what might get in the way of a successful project (risk management) and plan what you might do in response.

# Questions?

Office of Research Services and Office of Research,  
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