Research Activities Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	[To be added]	Cross Reference:	**Internal** • Academic Freedom Policy • Copyright – Fair Dealing Policy • Ethical Conduct for Research Involving Humans Policy • Integrity in Research Activity Policy • Intellectual Property and Ownership Policy • Research or Teaching Involving Animals Policy **External** • Canadian Copyright Act (http://laws-lois.justice.gc.ca/eng/acts/C-42/) • Canadian Council on Animal Care Guidelines (https://www.ccac.ca/en/standards/guidelines/) • CIHR Best Practices for Protecting Privacy in Health Research (http://www.cihr-irsc.gc.ca/e/29072.html) • CIHR Guidelines for Health Research Involving Aboriginal People (http://www.cihr-irsc.gc.ca/e/29134.html) • Good Clinical Practice: Consolidated Guideline (http://www.hc-sc.gc.ca/dhp-mps/alt_formats/hpfb-dgpsa/pdf/prodpharma/e6-eng.pdf) • Industrial Design Act (http://laws-lois.justice.gc.ca/eng/acts/I-9/) • Personal Information Protection and Electronic Documents Act (http://laws-lois.justice.gc.ca/eng/acts/P-8.6/) • Post-Secondary Learning Act (http://www.qp.alberta.ca/documents/Acts/p19p5.pdf) • Trade-marks Act (http://laws-lois.justice.gc.ca/eng/acts/T-13/) • Tri-Agency Framework: Responsible Conduct of Research (http://www.rcr.ethics.gc.ca/eng/resources-ressources/news-nouvelles/2016-12-23/) • Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans TCPS2 2014 (http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf)
Policy Owner:	Director, Learning Innovation and	Appendices:	

	Library Services		
Policy Administrator:	Vice President Academic		
Approver:	Executive Committee		
Review Schedule:	Every 4 Years		

1. Policy Statement

1.1. Keyano College (hereinafter also referred to as "the College") is committed to providing opportunities for the College's faculty, staff, students, and partners in business, industry, and public service to participate in research in accordance with the Province of Alberta Post-Secondary Learning Act and with any other such acts that come into law that are binding on this institution, as well as with other guiding documents that do not contravene this policy.

1.2. Research opportunities can enhance the teaching and learning processes within the College.

1.3. Research can contribute to the effective use of College resources, both intellectual and physical, as well as to program relevancy.

1.4. Program accreditation may require faculty members to engage in scholarly activities including research.

1.5. Applied research may be conducted to foster innovation.

1.6. There is an expectation that the College will comply with requirements set out in the Tri-Agency Framework: Responsible Conduct of Research. This will enable the College to be accredited by members of the Tri-Council and be eligible to apply for funding.

2. Background

2.1. This document, "Research Activities Policy", sets out the policy and regulations governing research activities at the College.

2.2. The development of this policy was informed by policies and documentation from the Tri-Council Agencies, Alberta Advanced Education, Campus Alberta Quality Council, and the Government of Canada Business Network.

2.3. Policy development also included a review of existing intellectual policies and procedures from Canadian colleges and university with a focus on the Comprehensive Community Institutes (CCIs) in Alberta.

3. Policy Objective

3.1. The purpose of this policy is to outline the College's position on research activities and to identify the rights and responsibilities of College faculty, staff, and students, as well as contractors, consultants, clients, and volunteers who are engaged in research activities at the College or on behalf of the College.

4. Scope

4.1.   This policy applies to all College faculty, staff, and students, as well as contractors, consultants, clients, and volunteers who are engaged in research activities at the College or on behalf of the College.

5. Definitions

5.1.   **Applied research** refers to activities that move concepts from the theoretical, conceptual stage to the commercialization stage, usually by engaging in proof of concept, prototype development, testing, and validation activities.

5.2.   **Commercialization** refers to the process of making a product or service available for sale.

5.3.   **Research** shall mean any activity which involves a systematic investigation to establish facts, principles, or generalizable knowledge. Any undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation shall be considered research.

5.4.   **Technology transfer** generally refers to using research and development efforts of others to further develop or commercialize technologies or applications.

6. Guiding Principles

6.1.   Keyano College will support its faculty, staff, and students in research through the provision of administrative infrastructure, the recognition of College-approved research activities in the workload, and provision of physical facilities. The College will contribute to economic development through the provision of applied research and development activities for industry customers and partners in areas of College expertise.

6.2.   Financial support for such activities will be primarily from external sources except where the activities are required for accreditation purposes. The College will maintain a reasonable level of support without significantly impacting its ongoing and primary focus on teaching and learning.

6.3.   In support of research activities, the College will have appropriate policies and procedures related to integrity in research activity, ethical conduct and reviews, intellectual property and ownership, responsibility and accountability, animal care and maintenance, technology transfer and commercialization, and other areas that may be required to meet all accreditation standards and requirements.

7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILTIES
Executive Committee	• Approve and formally support this policy.
Vice President Academic	• Review and formally support this policy.
Deans' Council	• Develop and maintain this policy. • Take proactive steps to reinforce compliance with this policy by all stakeholders.

Managers, Supervisors, or Representatives	• Explain the terms of this policy to faculty, staff, and students and assist users to understand the requirements of this policy. • Ensure that all stakeholders follow the requirements of this policy.
Procurement and Managers	• Follow the guidelines provided in this policy when performing due diligence and assessment of the risks related to intellectual property for any new contracts with third parties. • Ensure that responsibilities and obligations of each party to the contractual relationship are outlined in the contract executed between the College and the contractor/sub-contractor.
Human Resources	• Ensure each new employee has read and signed off understood this policy upon the first 7 days of employment with the College. • Support all employees in the understanding of the requirements of this policy.
All users (faculty, staff, students, and third parties)	• Comply with the requirements of this policy as applicable to them at all times. • Report all non-compliance instances with this policy (observed or suspected) to the Vice President Academic as soon as possible.

8. Policy Management

Policy Title:	Research Activities Policy
Approval Date:	[To be added]
Effective Date:	[To be added]
Historical Review Dates:	N/A
Next Review Date:	
Related Legislation:	• CIHR Best Practices for Protecting Privacy in Health Research • CIHR Guidelines for Health Research Involving Aboriginal People • Copyright Act • Good Clinical Practice: Consolidated Guideline (Health Canada) • Industrial Design Act • Personal Information Protection and Electronic Documents Act • Post-Secondary Learning Act (Province of Alberta) • Trade-marks Act • Tri-Agency Framework: Responsible Conduct of Research • Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2 2014)
Supersedes Policies:	N/A
Monitoring/Frequency:	• Monitoring of compliance activities will be reviewed at a minimum, once a year. • Education and training sessions will periodically take place throughout the year.
Policy Owner:	Vice President Academic
Policy Administrator:	Director, Learning Innovation and Library Services
Policy Coordinator:	