

Number:	ASA-409
Title:	Research Grants and Contracts
Person responsible for enforcement:	Vice-Rector, Academic and Research
Entered into force:	March 28, 2018
Approved:	March 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation formulates the administrative terms for research grants and contracts at Saint Paul University.

2. Regulation

- 2.1 Research grants and contracts awarded to Saint Paul University professors by external organizations or by Saint Paul University, as well as inter-university transfers of research funding for professors, are administered by the Office of Research and Ethics.
- 2.2 The University follows the research policies of the three major research agencies: the Social Sciences and Humanities Research Council of Canada (SSHRC), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Canadian Institutes of Health Research (CIHR), including the *Agreement on the Administration of Agency Grants and Awards by Research Institutions*; the *Tri-Agency Framework: Responsible Conduct of Research*; and the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*.
- 2.3 The University receives:
 - the SSHRC General Research Fund, which is paid to professors to cover research and travel expenses;
 - General Graduate Studies Funds, which serve to defray travel expenses for students to participate in conferences;
 - indirect research expenses paid by the Secretariat of the Canada Research Chairs Program – these research expenses, linked to grants from NSERCC, SSHRC and CIHR, are paid by the Secretariat via the University of Ottawa.
- 2.4 All applications for research grants and contracts must be approved by the Office of Research and Ethics before they are submitted to an external organization.

3. Areas of application

- 3.1 The Office of Research and Ethics manages the funds according to the directives of organizations and donors.
- 3.2 Indirect research costs are expenses that all universities charge on research contracts, on certain grants and on donations to cover general research expenses related to the running of the University.

Fees cover, but are not limited to, the following services:

- research and ethics: services offered directly to researchers, internal grants, assistance for publishing scholarly journals;
- communications: support offered to organize conferences;

- finances: payroll services, cheque issuing and annual statements, financial reports, accounts payable;
- library: access to publications and reference books;
- human resources: the hiring and management of staff dossiers;
- facilities services: safety, maintenance, electricity, heating and air conditioning;
- computer and telecommunications: Internet and phone access;
- legal affairs: the review of contracts and legal opinions.

The University has determined that indirect research costs to be charged are 15% on grants and 40% on contracts, unless an organization stipulates a specific percentage. Indirect costs are paid into the general University funds.