

Research Grants and Contracts Policy

1. Policy Statement

The purpose of this policy is to support and foster research in the Faculties of Philosophy and Theology at Dominican University College. The policy formulates and governs the administrative terms and conditions for the awarding of research grants and contracts.

2. General Provisions Governing the Awarding of Research Grants and Contracts

2.1 Research grants and contracts awarded to professors at Dominican University College (DUC) by external organizations or by DUC, as well as inter-university transfers of research funding for professors, are administered by the Office of the Vice-President, Academic Affairs and Registrar.

2.2 Annual research grants for professors are for the purpose of advancing knowledge in the disciplines of theology and philosophy. Research grants and contracts are for all relevant and related research costs, such as publication costs, research assistants, and travel expenses.

2.3 In general DUC follows the research policies and procedures of the Social Sciences and Humanities Research Council of Canada (SSHRC), including the following agreements to which SSHRC is a signatory: 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.

2.4 DUC internally funds research and receives external research funding from:

- SSHRC;
- Dominican University College Foundation;
- other universities;
- public and private foundations;
- individual sources;

2.5 Research grants and contracts funded directly by DUC are not subject to any administrative fees or deductions.

3. General Terms and Conditions for the Awarding of Research Grants

3.1 All full-time professors in the Faculties of Philosophy and Theology at DUC are eligible,

pursuant to this policy, for an annual research grant. The value of the grant funded directly by DUC is not to exceed \$1,500 per annum. Faculty members may receive external research funding in addition to this amount on terms and conditions that are outside the scope of this policy. The maximum grant amount of \$1,500 is subject to revision at any time by the Executive Committee of DUC.

3.2 Any amounts requested in excess of the amount stipulated in paragraph 3.1 require the written authorization of the Office of the Vice-President, Academic Affairs and Registrar.

3.3 Research funds are managed by the Office of the Vice-President, Academic Affairs and Registrar according to the research directives adopted by DUC or the directives of the external organizations and donors which are the source of the research funding.

3.4 The annual research grant for each professor is not cumulative and therefore cannot be carried over from one fiscal year to another.

3.5 All funds expended for research are subject to DUC's Travel and Related Expenses Policy.

4. Application Process

4.1 All requests for a research grant must be in writing to the Office of the Vice-President, Academic Affairs and Registrar (Room 209). The request must state the purpose for which the grant will be used and provide a preliminary budget. Requests should be at least thirty (30) days in advance of the disbursement of the research funding.

4.2 In some instances it may be determined that it is appropriate to enter into a research contract with a faculty member, with terms and conditions that may be in addition to the terms and conditions of DUC's general research grant policy. Normally, such contracts will stipulate a deliverable, such as for example acceptance for publication, before the contract is paid in full.

4.3 Any dispute with respect to the awarding of a research grant is to be resolved by the Dean of the Faculty and the President of DUC.

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Responsible Office: Vice-President, Academic Affairs and Registrar

Dated Adopted: March 24, 2017
Academic Council

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