

1.0 POLICY STATEMENT

- 1.1 This policy establishes guidelines around the creation, operation, and review of formal research partnerships and affiliations that broaden MacEwan University's Scholarship.

2.0 PURPOSE

- 2.1 This policy shall be interpreted and applied in a manner consistent with the research principles of the Social Sciences and Humanities Research Council (SSHRC), and in a manner which promotes:
- 2.1.1 reciprocity, trust, respect, and commitment as the foundation for research affiliation
 - 2.1.2 clear divisions of responsibilities arising from well-drafted and reasonable written research affiliation agreements
 - 2.1.3 collaborative and equitable leadership and governance to ensure balance and added value in knowledge co-creation
 - 2.1.4 complementary objectives and purpose between partners resulting in mutual benefit

3.0 APPLICABILITY

- 3.1 This policy applies to all Scholarship that is conducted with the University and, if applicable, members of the University within the capacity of their employment or registration at the University where the Principal Investigator involved is currently employed, enrolled as a student, or has a formal association, and is collaborating with Affiliates.

4.0 DEFINITIONS

Affiliate

A legal entity with which the University enters into a research Affiliation Agreement. Affiliates may include but are not limited to Canadian or foreign: postsecondary institution, government department (federal, provincial, territorial, municipal), for-profit or not-for-profit organization, or foundation.

Affiliate Representative

The employee or agent of an Affiliate responsible for operation of a research Affiliation Agreement.

Affiliation Agreement

A contract governing a research partnership and/or affiliation between two or more entities one being the University.

Memorandum of Understanding

A document evidencing a non-legally binding understanding of parties.

Naming Regulations

The regulations governing the use of the name *Grant MacEwan University*, its address, and associated symbols.

Principal Investigator (PI)

The leader of a team who is responsible for the conduct of the research and/or creative activities.

Scholarship

Scholarship, as defined in MacEwan’s mandate statement, means both research and creative activity.

Statement of Work

Refers to the accurate description of the work involved in a research Affiliation Agreement.

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 The Provost & Vice-President, Academic is responsible for this policy.
- 5.1.2 The designated senior administrator responsible for research is responsible for the administrative support of research Affiliation Agreements, including the identification of roles and responsibilities.
- 5.1.3 A Principal Investigator is responsible for the designated operational activities of a research affiliation. The Principal Investigator is responsible for providing financial statements and reports.
- 5.1.4 The Vice President, Finance and Administration & Chief Financial Officer is responsible for restricting internal funds as necessary and setting up a trust fund for external funds as required and for “opening” the funds.

5.2 Requirements of Partnership and Affiliation Agreements

- 5.2.1 Formal research partnerships and affiliations involving the University shall be in writing in the form of a research Affiliation Agreement., in a form acceptable to the Provost & Vice-President, Academic or delegate.
- 5.2.2 When proposing a research Affiliation Agreement, the Principal Investigator and the Office of Research Services shall undertake to:
 - 5.2.2.1 Support the University’s research goals, including the principles of collaboration and multidisciplinary Scholarship.
 - 5.2.2.2 Comply with University policies and procedures.
 - 5.2.2.3 Access third-party funds to reduce the cost to the University, when appropriate.

5.3 Research Affiliation Agreements shall be created, administered, and reviewed in accordance with any procedures created by the Office of Research Services.

5.4 Unless otherwise authorized by the Provost & Vice-President, Academic, research Affiliation Agreements shall:

- 5.4.1 Clearly identify:
 - 5.4.1.1 the legal names of the Affiliate(s)

- 5.4.1.2 the duties and responsibilities of the Principal Investigator(s) and Affiliate Representative(s)
- 5.4.1.3 the purpose of the research partnership and/or affiliation, including expected outcomes
- 5.4.1.4 the rights and responsibilities of each party

5.4.2 Include terms and conditions dealing with:

- 5.4.2.1 term and termination
- 5.4.2.2 ownership of intellectual property (if any)
- 5.4.2.3 licenses of intellectual property (if any)
- 5.4.2.4 recognition for the University's contributions
- 5.4.2.5 limitations of liability and indemnities
- 5.4.2.6 dispute resolution

5.5 Formation of Partnership or Affiliation Agreements

- 5.5.1 Faculty members who wish to initiate a request for the University to enter into a research Affiliation Agreement, or would like engage in an existing research Affiliation Agreement, should contact the Office of Research Services. Faculty members will be required to submit a Statement of Work with their request.
- 5.5.2 All research Affiliation Agreements or Memoranda of Understanding must be reviewed by General Counsel or delegate.
 - 5.5.2.1 If the research Affiliation Agreements or Memoranda of Understanding contain an international component, MacEwan International must review also.
- 5.5.3 The Office of Research Services shall:
 - 5.5.3.1 Review the Research Affiliation Notification Form.
 - 5.5.3.2 Consult with General Counsel as required and ensure that a risk assessment is performed.

5.5.3.3 Oversee negotiations to enter into an Affiliation Agreement or Memorandum of Understanding.

5.5.3.4 All research affiliation agreements shall adhere to all MacEwan University policies, procedures, and protocols including, but not limited to Intellectual Property, Naming protocols, Integrity in Research, and Occupational Health and Safety.

5.6 Review of Affiliation Agreements

5.6.1 Subject to the direction of the Provost & Vice-President, Academic, every Principal Investigator shall:

5.6.1.1 Provide the Office of Research Services on each anniversary date in the term of a research Affiliation Agreement a Research Affiliation Annual Report.

5.6.1.2 Provide any additional information requested by the Office of Research Services.

5.6.2 The Office of Research Services shall:

5.6.2.1 Review the Research Affiliation Annual Report and provide a summary, as required, to the Provost & Vice-President, Academic.

5.6.3 The Provost & Vice-President, Academic may:

5.6.3.1 Require that the Principal Investigator and/or the Office of Research Services provide additional information about the research and/or creative activity undertaken pursuant to the research Affiliation Agreement.

5.6.3.2 Require that the research Affiliation Agreement be terminated pursuant to its terms in consultation with General Counsel.

6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Animal Research Ethics
- Delegation of Signing Authorities
- Ethical Review of Research with Human Participants
- Research Institutes and Research Centres
- Responsible Conduct of Research and Creative Activity

7.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office

Office of Research Services

8.0 HISTORY

Relevant Dates

Approved: **22.06.16**

Effective: **22.06.16**

Next Review: **27.06**

Modification History

- 14.10.28:** Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
- 14.12.22:** Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
- 15.03.17:** Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-02-03-17-2015.
- 22.06.16:** Comprehensively reviewed and updated to reflect current terminology. Minor revisions approved by Policy Sponsor.