

APPLIED RESEARCH

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	H. Research
Policy Number:	H02
Approval Date:	July 5, 2024
Effective Date:	July 5, 2024
Policy Owner:	Vice President, Research

Objective:	<p>This policy outlines the oversight of applied research activities and the process undertaken to develop and approve new research projects and programs. This policy applies to Research Agreements entered into by Olds College of Agriculture & Technology (the “College”) for research carried out by College faculty, staff, or students on or off College premises, using College resources, services, facilities, or equipment. The College delegates the authority to execute agreements to certain officers of the College as outlined in the Contract Management Policy. Fostering innovation and providing opportunities for the College’s faculty, students, and partners in business, industry, and public service to participate in applied research are important roles for Colleges as specified in the Province of Alberta <i>Post-Secondary Learning Act</i> (Section 102.4). In support of this mandate, the College’s emphasis is on applied research. The College shall be the premier Canadian integrated learning and applied research community specializing in Agriculture, Horticulture, Land and Environmental Stewardship.</p>
Policy:	<p>Guidelines</p> <p>The Olds College Centre for Innovation (OCCI) is the primary department of applied research at the College and provides administrative oversight of all research conducted by the College. The main purpose of applied research at the College is to provide research solutions that address industry needs while increasing the exposure of students to research methodology and technologies for enhanced learning. The criteria used for assessing priority areas for research at OCCI are:</p> <ol style="list-style-type: none"> 1. Alignment with industry and regional priorities 2. Availability of funding 3. Qualified personnel 4. Complementary facilities and equipment 5. Alignment with academic programming <p>OCCI enters into Research Agreements consistent with the College’s mission, vision, and values, for which the required expertise, facilities, and services are available and when mutually acceptable terms and conditions can be negotiated. Research Agreements are of overall benefit to the College, providing the College with resources, research equipment, or facilities not otherwise available from College funds; academic benefits to staff or educational opportunities for students</p>

to complement normal programs; or a share of the revenues from the commercial use of the results.

General

1. The College assigns responsibility for the oversight and coordination of research to the Vice President, Research, and provides the support services to carry out this responsibility. The Vice President must have full knowledge of any research being conducted with impacts in terms of safety, human ethics, humane treatment of animals or the environment.
2. OCCI acts as the Research Grants Office at the College.
3. Where outside organizations are involved, the College will ensure that the research results are not utilized as a College endorsement of a product or a process unless written authorization is given by the College President.

Financial

1. The College provides the infrastructure and resources for financial reporting and accountability required by research projects and funders. Providing and maintaining the financial reporting infrastructure is the responsibility of Business Services in consultation with OCCI staff.
2. Research grant applications, and Research Agreements are to be signed by the appropriate signing authority. Management of the grant or agreement terms and compliance with the terms and conditions is the responsibility of the signing authority. This includes the timely submission of required progress and financial reports.
3. The Research Agreement specifies the frequency of, or the dates on which, financial reports (statements of expenditures) are required.
4. OCCI shall manage overall revenue and recover direct research expenses, including research staff salaries, from Research Agreements.
5. OCCI is expected to recover direct overhead from Research Agreements when possible and in alignment with guidelines established by the department.
6. The College provides a General Research Fund account in order to carry forward any residual grant or industry funds from prior years. Such funds, should they be awarded to the College, will be held in trust and will be used to enhance the quality of research in alignment with the original intent of the funders.

Personnel

1. The College and its researchers shall comply with all relevant policies of the College and any funding body as well as all legal requirements, including Responsible Conduct of Research Policy and the confidentiality and intellectual property policy provisions of the College, the agreements and the research sponsors' requirements.
2. Research personnel are employed or appointed in accordance with the College's People and Culture policies, Collective Agreements, and procurement policies.

Intellectual Property and Confidentiality

1. Decisions on intellectual property (IP) generated through applied research projects will be referred to IP provisions (outlined in Procedures document).
2. The College provides safeguards to protect the sensitive and confidential information entrusted to it and abides by funding agency data protection requirements as determined in any agreements entered into between the College and a funding agency. Information and data generated through applied research will be managed in a confidential manner as set out in the College's Responsible Conduct of Research Policy, as well as those rights and

responsibilities outlined in the *FOIP Act*.

Compliance with Regulations

1. All applied research must comply with College Policies and Procedures, as well as any relevant provincial or federal legislation, as necessary.
2. Environmental impact assessments will be carried out as required to ensure College assets are not negatively impacted as a direct result of research activity.
3. All research involving biohazards shall be reviewed and approved by a Biosafety Officer before funds shall be released or work commenced.

Definitions:

Applied research: an undertaking intended to extend our understanding through a disciplined inquiry and/or systemic investigation, conducted to discover knowledge with an identifiable and immediate practical application. This form of research tends to be more focused on the identification of practical solutions or applications. In general, applied research lends itself more readily to third-party support, including financing from the private sector, granting councils, and communities.

Service agreement: any legally binding agreement to perform research on behalf of an outside sponsor who, as a condition of sponsorship, requires a certain performance by the researcher(s) within a specified time frame and specifies ownership, preferential use, and/or control of the research results or the publication of the research results.

Researcher: any persons undertaking research, including faculty, staff, students, visitors and contractors.

Principal researcher/investigator/project manager/project lead: the lead researcher for the project responsible for carrying out the research activities outlined in the agreement.

Direct expenses: the direct resources required to complete a research agreement including: personnel costs specifically related to the activity, supplies and materials, travel and accommodations related to carrying out the agreement, advertising, special fees and licenses, results dissemination, and other costs directly related to agreement delivery.

Direct overhead: ongoing administrative expenses that cannot be attributed to any specific Research Agreement, to cover the costs of administrative support in developing, processing and supporting Research Agreement. Indirect costs may include allocations from supporting departments.

Related Information:

F05 Contract Management
H05 Responsible Conduct of Research
B05 Institutional Animal Care and Use
H03 Research Involving Animals
H04 Research Involving Humans
H01 Adjunct Faculty

Related Procedures:

Review Period:

3 years

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Revised: March 2018
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