



POLICY No. 10

RESEARCH ETHICS POLICY¹

MODIFICATIONS

Adopted November, 2017
BG-17-011-186

NOTES

1. Through a partnership, TAV College applied Vanier College's Research Ethics Board. With the College's permission, TAV has adapted and partially rewritten its policy for its specific needs. TAV College wishes to thank Vanier College for their partnership, contribution, and generosity.

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1. INTRODUCTION

TAV College's core business is educating our students and preparing them for university entrance and/or direct entry into the workplace. Meeting our commitment to the education of our students requires dedicated, innovative, creative teachers and staff making the professional and personal development of our teachers a critical part of TAV's pedagogical mission. Research is one of the important ways in which the College will work to empower the members of our academic community.

2. ROLE OF RESEARCH OFFICE

2.1 The Research Office is responsible for:

- a) Taking all necessary measures to protect the health and security of those taking part in the research and to estimate the risks and dangers that could occur while research is taking place;
- b) Informing the members of the TAV research community about sources of funding that are available to them;
- c) Providing support to the research community by reviewing applications submitted to granting agencies;
- d) Assisting faculty in understanding and interpreting the regulations of granting agencies;
- e) Ensuring the research activities at the College comply with the requirements of funding and granting agencies;
- f) Supervising the opening, renewal and revision of all research grant funds; ensuring that *researchers are meeting the requirements to receive additional tranches of granted funds*;
- g) Developing annual research statistics for the College, granting agencies, government officials and other relevant organizations.

3. GENERAL RESPONSIBILITIES: RESEARCH OFFICE

3.1 Research Development

- a) Develops research capacity; acts as a leadership force in College for the promotion of applied research;
- b) **Sponsors seminars and workshops on research ethics** and on the preparation of documents for research grants;
- c) Supports student research projects;
- d) Provides professional development for faculty and staff in collaboration with the other TAV academic departments;
- e) Maintains and updates research policies and recommends modifications to College policies in response to changing requirements of granting agencies.

3.2 Research Services

- a) Maintains a database of all applied research projects at the College; administers funds allocated by granting agencies and other bodies to individual projects; advises the Accounting Department of the College as to the eligibility of researchers to continue to receive disbursements from grants;
- b) Supervises the collection and storage of research reports and data developed during research projects;
- c) Provides secure storage with limited access for all records on investigations of breaches of the TAV policy on Research Misconduct (see "Research Integrity Policy").

3.3 Procedure for Approval and Administration of Research Projects

- a) Potential projects may be forwarded by researchers, students, as a result of a request from a granting agency or from industry or other non-college agencies.
- b) Applicants may apply directly or through their department. A signed and dated copy of the *Application to Conduct Research Form (Appendix 1)* must be submitted to the Research Office. A granting agency's forms and guidelines may replace the College's forms when the project arose from an application to such an agency.
- c) The Research Office must review the proposal with respect to: the College's research criteria and policies and the experience and qualifications of the lead researcher. If an ethical review seems required, the Research Office must forward the *Application to Conduct Research Form* and accompanying documents to the Dean of Studies. The Research Office may consult with any other members of the College community whose expertise and advice may be relevant to the decision.
- d) The Research Office should seek the approval of the head of the relevant department, and of the College's Dean of Studies, if necessary, in determining whether the College has the resources and personnel to support the particular proposed research projects. This determination is separate from the question of the ethics of the proposed research.
- e) A budget and details of the budgetary process including an expected overhead charge must be prepared by the researcher and the Research Office; the budget will be managed by Research Office in collaboration with the Dean of Studies.
- f) A work plan, deliverables and the relevant timelines must be worked out by Research Office and applicant.
- g) All reporting to funding agencies will be managed by the Research Office.
- h) The applicant should disclose to the Research Office any potential for intellectual property that may arise from the project. The issue of the ownership of intellectual property developed as a result of research undertaken at the College and by College staff falls under the College's Research Integrity Policy.