

<b>SENECA COLLEGE POLICY</b>	<b>NO. OF PAGES</b>	<b>POLICY NO.</b>
	3	
	<b>ORIGINATOR</b>	
	Associate Vice President Research & Innovation	
	<b>APPROVED BY</b>	
	Senior Executive Cte - June 16, 2005	
<b>Title:</b> <b>Support for Full Time Employee Initiated Research Policy</b>	<b>EFFECTIVE DATE</b>	<b>REPLACES</b>
	July 1, 2005	New Policy

## **POLICY STATEMENT**

It is the policy of Seneca College, consistent with resources available and the funding criteria below, to support research initiated by full time Seneca employees from all employee groups (Support Staff, Administration and Faculty) that will enable them to complete the research component of graduate studies, to conduct research for publication or conference presentations, and/or to explore best practices.

### **1. Purpose**

- Consistent with the goals of Seneca's Strategic Plan (2004-2009) the purpose of this policy is to build organizational capacity, to contribute to its national status and to support the applied degree programs by assisting current employees to achieve the required degree program academic qualifications, to develop the skills needed to conduct applied research, and to conduct, publish and present original research.

### **2. Commitment**

- The College is making a significant commitment of resources to develop baccalaureate degree programs in applied studies and to foster applied research – this includes developing an infrastructure and capacity for sustaining applied research and attracting and developing highly qualified personnel who have the knowledge and skills needed to conduct and foster worthwhile applied research.

### **3. Funding Criteria**

- a) The research conducted by the faculty or staff and supported with resources by the College, must be consistent with the College's current strategic goals and directions and must have the support of the chair/dean/director.
- b) The amount of funding available will be determined through the budget planning exercise each year but would normally provide an amount of up to \$6,000 per semester per approved candidate.
- c) Funding for all projects will be granted solely on the merits of the proposal and priority will be given to applicants whose projects meet the funding criteria and who are not currently and have not previously received any College funding for the identified research project.

Support will be provided for participation in only one research project at a time which is subject to renewal annually based on deliverables, for up to three years.

- d) The funding will support the research process in all its forms including, but not limited to, release time, survey development, and data analysis.
- e) There will be a sharing of resources needed (i.e. faculty to contribute some of their time and college to support some release time).
- f) The process for allocating funds must be transparent and fair.
- g) Researchers need to stay part of their current work team during the project and will NOT be released totally from all responsibilities while they are conducting the research.

Release time is to be mutually agreed upon, (e.g., to do research on days when the students are in the clinical area). Supervisors will make every effort to time table in a manner that will facilitate the needs of the students and/or the department, as well as the research needs of the applicant.

Written agreements will specify agreed upon release time, expectations of each party and deliverables for the research.

- h) Research is not necessarily tied to an applied degree program.
- i) Collaborative projects are welcome.

For collaborative projects involving external partners, a letter of understanding about responsibilities, deliverables, and intellectual property rights must accompany application for research funds.

- j) This Policy is meant to support both large and smaller research projects.
- k) The College's Intellectual Property policy will apply
- l) All research involving the College's name, resources, students or employees are subject to review and approval by Seneca's Research Ethics Board.

## **ADMINISTRATIVE GUIDELINES**

The Office of Research & Innovation will issue the call for proposals to the college community as appropriate.

The required application forms, progress reports and final reports must be submitted to the Associate Vice President Research & Innovation.

The Research & Ethics Review Council will review all applications and make recommendations to the Associate Vice President Research & Innovation based on the funding criteria identified above.

Applicants and their immediate supervisor will be notified simultaneously of the outcome and funding available for their proposals.

**Signature:** \_\_\_\_\_  
Associate Vice President Research & Innovation

**Date:** \_\_\_\_\_