

**Policy History****Policy No.**

RS4

Approving Jurisdiction:

President

Administrative Responsibility:

Provost and Vice President Academic

Effective Date:

October 21, 2011

Administration and Control of Research and Special Funds Policy

CONTEXT AND PURPOSE

The purpose of this policy is to govern the administration of research and other “special” funds (as defined in the Procedures document) where the related activities are carried out using University facilities or resources and where such research is funded either from outside or from within the University. The University will administer research grants and contracts only on behalf of faculty members, staff and administrators whose term of appointment is expected to span the term of funding.

SCOPE AND LIMITS

This Policy applies to all Research activities funded through grants, awards, contracts and all other financial contributions from outside agencies and organizations or from internal University sources, where the related activities are carried out using University facilities or resources.

This Policy and related Procedures apply equally to:

- Funding requests for new projects
- Letters of Intent
- Requests for renewal or supplemental funding for existing projects
- Requests made by letter or by written proposal as well as those prepared on preprinted forms
- All faculty research awards and fellowships, including those where the funds will not be administered by Kwantlen Polytechnic University
- Post Doctor Fellowships which will be administered by Kwantlen Polytechnic University

- All graduate or undergraduate scholarships and fellowships which will include a research or travel allowance to be administered by Kwantlen

STATEMENT OF POLICY PRINCIPLES

1. It is the University's obligation to ensure that the funds related to its research activities are subject, at minimum, to generally accepted standards for the administration and control of publicly administered funds. The principles of public transparency and accountability shall be paramount in determining the appropriateness of procedures.
2. The Associate Vice President Research is responsible for providing overall leadership in the area of University Research including the administration and control of research and special funds.
3. All research grant applications and contract proposals will be reviewed by Research Services prior to submission to ensure compliance with the policies and requirements of the University and, where applicable, the sponsor.
4. All research contracts are negotiated by the Office of Research and Scholarship staff, in consultation with the researchers, on behalf of the University.
5. In administering and controlling research and special funds, the University will follow generally accepted financial and administrative control practices, supplemented, where required, by any additional requirements of the sponsor.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

AD3 Purchasing

RS1 Research Involving Humans

RS2 Integrity in Research and Scholarship

RELATED PROCEDURES

Refer to *RS4 Administration and Control of Research and Special Funds Procedures*