



3.1 Research Centres/Institutes are A non-departmental units that promotes and produces research. They have a directorship, an administrative structure, budget, and possibly some assignment of space within the School/University. They are neither intended to

reflect the work of a single faculty member or research ~~lab~~program, nor be tied to the life of a single project or funding initiative.

3.2 Faculty: Individuals having an academic rank at NOSM University whose responsibilities include any or all of the following: teaching, research, administrative work, committee work, scholarly activity.

~~3.4.3.3~~ Learner: Any individual registered or enrolled in a NOSM University program when there is a need to capture individuals across multiple programs. These are the NOSM University learners: Dietetic Intern, Medical Student, Rehab Sciences Student, Physician Assistant Student, Medical Physics Resident, Resident, Masters of Medical Studies Student, CEPD-enrolled faculty and/or health care professionals.

Formatted: Space After: 0 pt

Formatted: Font: Font color: Custom  
Color(RGB(77,77,79))

#### 4.0 Procedures

4.1 For a **new** Research Centre ~~or Institute~~:

4.1.1 The proposal for a new Research Centre/Institute must include the following:

- 4.1.1.1 ~~Academic~~ Director: The name, contact information and brief bio for the academic lead (faculty member), who will be designated as the Director of the Centre/~~Institute~~. The Director will normally be a faculty member of ~~NOSM~~the University.
- 4.1.1.2 Governance Model: The Centre/~~Institute~~ will be required to provide a governance model and names of those responsible for the oversight of the Centre.
- 4.1.1.3 Title: The title should capture the key elements of the Centre/~~Institute~~, include the term Centre ~~or Institute~~ and be no more than 70 characters in length, with spaces.
- 4.1.1.4 Purpose: The purpose of the Centre/~~Institute~~ should include information on the mandate, vision, and/or mission of the Centre/~~Institute~~ and how these will be achieved. The Centre/~~Institute~~ should have clear goals or aims and indicate key milestones to be achieved. Included in the proposal will be a link to how the Centre/~~Institute~~ aligns with the strategic goals of ~~NOSM~~the University.
- 4.1.1.5 Membership: The Centre/~~Institute~~ should have a critical mass of faculty as core members, led by an ~~Academic~~ Director, and the criteria for membership should be included. It is anticipated that a Centre/~~Institute~~ will draw faculty members from a wide distribution of disciplines representing the interdisciplinarity of the group. In addition to faculty members, membership may include staff; community members; and learners, ~~undergraduates, graduate students, residents~~ and post-doctoral fellows.

- 4.1.1.6 Human Resources: If applicable, the name and contact information for administrative support for the Centre/~~Institute~~ should be included. Proposals will address the question of hiring personnel, for example to whom such staff are responsible.
- 4.1.1.7 Research Activities: The Centre/~~Institute~~ will provide information on the proposed research activities, including a research plan for the initial duration of the Centre, the Centre's role in publications, presentations and knowledge translation and the role in capacity development in the area of research focus, as well as a plan for mentoring learners and mentorship in the area of research focus.
- 4.1.1.8 Duration: The Centre/~~Institute~~ must indicate, with rationalization, the anticipated duration of existence. Centres will be approved for a duration of five (5) years, with opportunity for renewal.
- 4.1.1.9 Finances: The proposal should include a justified budget for the first five (5) years following approval; including sources of funding available and anticipated. The Centre/~~Institute~~ is expected to acquire external funding. Any request for funds to ~~NOSM the University~~ would be required to be fully justified and there is no expectation that Centres/~~Institutes~~ are to receive funding from ~~NOSM the University~~. The budget should reflect what is described in the research plan.
- 4.1.1.10 Space: If space is required for the Centre/~~Institute~~ this must be included in the proposal, with clear indication of who would occupy the space and for what duration. There is no expectation that a Centres/~~Institutes~~ are-is to have-to receive dedicated space at ~~NOSM the University~~.
- 4.1.1.11 Letters of Support: A proposal for a Centre/~~Institute~~ that includes significant collaborators, for example from other organizations or community members, must include written letters of support.
- 4.1.1.12 Legal Implications: Proposals will address any legal questions implicit in setting up a Centre/~~Institute~~ such as legal liability, insurance, copyright, ownership of intellectual property, etc. Where the proposal includes a contract with an outside body (granting agency, another university, or other body), a draft copy of this will accompany the proposal.
- 4.1.2 Proposals for new a Research Centre/~~Institute~~ are to be submitted to the ~~Associate Dean Research, Innovation and International Relations~~ Vice President Research and Graduate Studies ([research@nosm.ca](mailto:research@nosm.ca)). Proposals will be reviewed ~~by the NOSM Research Committee internally~~.
- 4.1.3 The ~~Vice President Research and Graduate Studies will then Research Committee~~ will forward its-their recommendation to Academic Council to Senate for consideration. The proponents of the Centre will be available to Senate to respond to questions and will be given the opportunity to modify applications based on

~~Senate feedback before Senate makes its final recommendation (approve or not approve), and final decision (approve or not approve).~~

4.1.4 Approvals will be for a maximum of five (5) years. Centres/~~Institutes~~ will submit annual reports, and a renewal application at the end of the fourth (4<sup>th</sup>) year, to the ~~Associate Dean Research, Innovation and International Relations~~Vice President Research and Graduate Studies ([research@nosm.ca](mailto:research@nosm.ca)).

4.2 For **renewal** of an approved Research Centre ~~or Institute~~:

4.2.1 The Research Centre/~~Institute~~ shall submit a proposal for renewal at the end of the fourth (4<sup>th</sup>) year of each 5-year term to the ~~Associate Dean Research, Innovation and International Relations~~Vice President Research and Graduate Studies ([research@nosm.ca](mailto:research@nosm.ca)). Proposals for renewal will be reviewed by the ~~NOSM Research Committee~~University Senate.

4.2.2 The proposal for renewal of a Research Centre/~~Institute~~ must include the following:

4.2.2.1 A statement as to how the Research Centre/~~Institute~~ has achieved its original research objectives;

4.2.2.2 A current membership list;

4.2.2.3 A 5-year research plan identifying objectives, research directions, ~~and~~ outreach activities, and proposed mentorship of learners;

4.2.2.4 A 5-year financial plan identifying continued financial commitments and expenditures and potential sources of revenue;

4.2.2.5 Research productivity; and

4.2.2.6 Letters indicating continued resource commitments to the Research Centre/~~Institute~~ from those appropriate (if resources are requested).

~~4.2.3 The Research Committee~~Vice President Research and Graduate Studies, will review the proposal internally. may have the proposal for renewal sent to an external academic reviewer. The Vice President Research and Graduate Studies will then forward their recommendation to Senate for consideration. The proponents of the Centre will be available to Senate to respond to questions and will be given the opportunity to modify their proposal for renewal based on Senate feedback.

~~4.2.3.4~~4.2.4 The University Senate will approve the Centre for renewal, renewal with conditions, or denial of renewal.

~~4.2.4~~4.2.5 In the absence of a proposal for renewal, the Research Centre/~~Institute~~ will cease to exist upon the expiry of its term.

~~4.2.5 The Research Committee will make a recommendation for renewal, renewal with conditions, or denial of renewal. The Research Committee will forward its~~

~~recommendation to Academic Council for consideration and final decision (approve or not approve).~~

**4.3 Review of a Research Centre ~~or Institute~~:**

4.3.1 The ~~Associate Dean Research, Innovation and International Relations~~Vice President Research and Graduate Studies may institute a review of a Research Centre/~~Institute~~ prior to the end of its term.

4.3.1.1 In such cases, the Vice President Research and Graduate Studies~~Associate Dean~~ shall inform the Centre's/~~Institute's Academic~~ Director in writing of the reasons for the review.

4.3.1.2 The review shall follow the procedure for renewal.

**4.4 Annual report of a Research Centre ~~or Institute~~:**

4.4.1 The ~~Academic~~ Director of a Research Centre/~~Institute~~ shall submit an annual written report by June 30<sup>th</sup> to the ~~Associate Dean Research, Innovation and International Relations~~Vice President Research and Graduate Studies on the activities of the Research Centre/~~Institute~~.

4.4.2 The annual report must include the following:

4.4.2.1 A statement of how the Research Center/~~Institute~~ is achieving its research objectives;

4.4.2.2 A description of activities completed within the last year, including mentorship of learners;

4.4.2.3 A description of ongoing and projected future activities;

4.4.2.4 A financial statement for the past year ending April 30<sup>th</sup> (when appropriate);

4.4.2.5 A current membership list; and

4.4.2.6 Research productivity.

**5.0 Roles and Responsibilities**

**Vice President Research and Graduate Studies**

The Vice President Research and Graduate Studies is the senior academic leader responsible for oversight of the University's Research Centres.

Formatted: Body Normal

~~The Research Centre/~~Institute~~ activities will fall under the Research Portfolio and the Academic Director will report activities of the Centre/~~Institute~~ to the Associate Dean Research, Innovation and International Relations.~~

**Centre Director**

Formatted: Indent: Left: 0"

The Centre Director is normally appointed for a five-year term (to coincide with the natural review and renewal process of the Centre) and will be a faculty member of the University. The Director is ultimately responsible for the research activities and finances of the Centre.

#### ~~6.0~~

~~Appeals of the Academic Council decisions will be made to the Chair of Academic Council.~~

#### ~~7.0~~ — Related Documents

~~In support of this policy, the following related policies are listed:~~

- ~~• Laurentian University Senate Policy on the Creation, Renewal and Operation of Research Centres and Institutes~~
- ~~• Lakehead University Policies and Procedures for the Establishment of Centres and Research Institutes~~

#### ~~8.0~~ — Getting Help

Questions regarding interpretations of this document should be directed to: The Vice President Research and Graduate Studies at [research@nosm.ca](mailto:research@nosm.ca)

~~Queries regarding interpretations of this document should be directed to:~~

~~[research@nosm.ca](mailto:research@nosm.ca)~~

Formatted: Indent: Left: 0", Hanging: 0.39", No bullets or numbering

Formatted: Body Normal

Formatted: English (Australia)

Version	Date	Authors/Comments
1.0	<del>2020-05-04</del> <u>2020 05 01</u>	P.Fink / T.Tai – drafted from proposal approved by Academic Council April 9, 2020 [Approved by Research Committee on May 27, 2020] [Approved by Academic Council October 8, 2020]
<u>2.0</u>	<u>2025 03 31</u>	<u>S.Parsons</u>