

UNIVERSITY OF MANITOBA POLICY

Policy:	RESEARCH CENTRES, INSTITUTES AND GROUPS
Effective Date:	November 17, 2009
Revised Date:	July 2, 2013
Review Date:	November 17, 2019
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	Vice-President (Research and International)
Delegate:	
Contact:	Vice-President (Research and International)
Application:	Employees: All Academic and Administrative Staff

Part I Reason for Policy

- 1.1 To outline the general guidelines of the Senate Committee on University Research (SCUR) on the establishment and administration of centres, institutes and groups that focus primarily on research and research-related activities (e.g. research training, research dissemination). These guidelines are administered on behalf of SCUR by the Office of the Vice-President (Research and International). For information on the establishment of centres, institutes or groups that have a primary mandate other than research, contact the Vice-President (Academic) and Provost.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meaning for the purpose of this Policy and its Procedures:
- (a) **Research Centre/Institute.** A research centre/institute is a formally structured organizational unit of the University. It is established under the authority of the Board of Governors, normally on the recommendation of the Senate of the University. The purpose of a research centre/institute is

to focus and sustain research in specific areas and to encourage research collaborations among disciplines and between Departments, Faculties and Schools. Research centres/institutes also provide unique training opportunities for students and serve as a valuable information source for the community at large.

Research centres/institutes normally provide for the strengthening, coordination or facilitation of research scholarly activities not readily undertaken within the University's department structure, building upon the expertise, competence and staff interest existing at the University.

Research centres/institutes are generally expected to:

- (i) have clearly identified goals and objectives;
- (ii) have some degree of permanence, transcending collaboration on a particular, limited project;
- (iii) bring together scholars from different disciplines and/or areas of specialization within a particular discipline;
- (iv) maintain high levels of research productivity;
- (v) foster the training of future researchers, especially in regard to research skills;
- (vi) attract post-doctoral fellows, visiting professors, and other scholars;
- (vii) cooperate with scholars at other universities and/or institutions; and
- (viii) seek external funding in order to operate on a cost recovery basis.

In pursuit of their objectives, research centres/institutes may establish communication links inside and outside the University, and organize seminars and symposia.

On occasion, research centres/institutes may involve formal partnerships with other universities and/or institutions. University involvement in such joint centres/institutes is subject to formal agreement.

- (b) **Research Group.** A research group is an association of University scholars who share research interests and who engage in collaborative or closely related research activities. The purpose of a research group is to promote and facilitate communication and collaboration among its members, and to establish the legitimacy of the group both inside and outside the University. The approval of the establishment of a research group is delegated to the Vice-President (Research and International).

Policy Governing the Establishment of Research Centres/Institutes

- 2.2 Every research centre/institute within the University is accountable through its director to a University officer - a department head, dean, or the Vice-President (Research and International) as appropriate. Financial responsibility for the centre/institute is vested with this University officer. Faculty/School deans/directors shall report to the Vice-President (Research and International) on all matters related to research centres/institutes.
- 2.3 The director of a research centre/institute is administratively responsible for the research unit. Directors will exercise general supervision over the operation of the unit with specific responsibilities varying with the size of the unit as well as the complexity of its policies and operations.
- 2.4 For any joint faculty/school initiative, the directors shall be responsible to whichever department head, dean or director (or the Vice-President (Research and International)) is so designated either in the initial proposal to create such a unit, or as subsequently recommended and approved. In general, only those units which cannot appropriately be administered at the department or faculty level shall be the responsibility of the Vice-President (Research and International).
- 2.5 All research centres/institutes shall be financially secure with core funding derived from either the University or other sources. In this regard, while the University may provide support to research centres/institutes through its operating budget, research centres/institutes are expected to seek external funding to support their activities (i.e. through grants, contracts, donations or fee-for service).
- 2.6 Research centres/institutes shall not normally require the hiring of new full-time academic faculty. Each member, including the director, should hold an appointment in an academic department (1). If release time is required, this should be purchased by the research centre/institute under terms and conditions agreeable to the appointee's department and faculty. Selection of a research centre/institute director is the responsibility of the University officer to whom the director will report.
- 2.7 While the organizational and administrative structures of research centres/institutes vary as a function of their objectives, size and funding arrangements, all research centres/institutes shall normally have an advisory committee. The specific terms of reference of such committees may vary from one unit to another; however, the general purpose of these committees is to provide advice on the unit's activities and programs.
- 2.8 All University research centres/institutes must conform with University policies and procedures. In particular, all research centres/institutes shall adhere to the University's policy with respect to the recovery of indirect costs on research contracts.

Policy Governing the Establishment of Research Groups

- 2.9 Research groups are established under the authority of the Vice-President (Research and International), normally on the recommendation of the department head (where appropriate) and dean/director.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research and International) that a formal review of this Policy is required.
- 3.2 The Vice-President (Research and International) is responsible for the implementation, administration and review of this Policy.
- 3.3 All Academic and Administrative employees are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Approving Body may approve Procedures, if applicable, which are secondary to this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 17, 2019.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Research and International) or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) "Research Centres, Institutes and Groups" (effective March 6, 1996).
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Procedures: Research Centres, Institutes and Groups](#)