

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	RESEARCH AGREEMENTS
Parent Policy:	Research Agreements
Effective Date:	June 20, 2006
Revised Date:	February 3, 2014
Review Date:	June 20, 2016
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President
Delegate:	Vice-President (Research and International) and Vice-President (Administration)
Contact:	Director, Office of Research Services
Application:	All Employee Groups; External Parties – Adjunct Professors and Nil-Salaried Appointments

Part I Reason for Procedure

- 1.1 To set out Procedures secondary to the Policy entitled “Research Agreements” in connection with:
- (a) proposals for Research Contracts; and
 - (b) the acceptance of all Research Agreements.

Part II Procedural Content

Proposals for Research Contracts

- 2.1 Any Principal Investigator who wishes the University to enter into a Research Contract with a sponsor must prepare a proposal which includes, at a minimum, the following information:

- (a) a statement of work;
 - (b) identification of the individuals who will be doing the work and the facilities to be used; and
 - (c) a project budget, including provision for the recovery of indirect costs in accordance with Policy: Institutional Costs of Research: Recovery and Distribution;
- 2.2 If the Principal Investigator, or a member of his or her immediate family, has a financial or other interest in the sponsor, this interest must be disclosed to the unit head in the proposal, in accordance with Policy: Conflict of Interest, as amended from time to time or such similar policy as may be applicable.
- 2.3 Prior to being forwarded to a sponsor, proposals for Research Contracts must be:
- (a) submitted for review to the Office of Research Services; and
 - (b) approved by the Vice-President (Research and International) or designate.
- 2.4 A completed and duly signed Research Funding Application Approval Form (Form 58) must accompany the submission of the proposal to the Office of Research Services.

Acceptance of Research Agreements

- 2.5 The University of Manitoba shall be the contracting party for all Research Agreements. Principal Investigators, other staff or students are not authorized to contract on behalf of the University.
- 2.6 The authority to execute contracts is vested in the Vice-President (Administration), or designate, in accordance with Policy: Signing of Agreements.
- 2.7 The University shall negotiate the terms and conditions, and determine the acceptability of all Research Agreements, in conducting these negotiations, the University shall consult the Principal Investigator, as appropriate.
- 2.8 The consent of the Principal Investigator to the Research Agreement will be required prior to approval of a Research Agreement by the Vice-President (Administration), or designate. At the request of the sponsor, the signature of the Principal Investigator on the Research Agreement may be required.
- 2.9 To facilitate the acceptance of Clinical Trial Agreements, the University has developed guidelines for the review of said Agreements.

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 Procedure is required.
- 3.2 The Vice-President (Research and International) is responsible for the implementation, administration and review of this Procedure.
- 3.3 All Employees and External Parties, Adjunct Professors and Nil-Salaried Appointments are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is June 20, 2016.
- 4.2 In the interim, this Procedure 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 Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Policy: Research Agreements;
- (b) Policy: Signing of Agreements;
- (c) Policy: Institutional Costs of Research: Recovery and Distribution.