

**TITLE: RESEARCH AND THE PROMOTION OF INNOVATION**

**POLICY STATEMENT:**

RDC supports its faculty, staff, and students in research and innovation through the provision of administrative infrastructure, physical facilities, and recognition of these activities through workload and appropriate inclusion in curricula. While financial support for such activities will be primarily from external sources, the College maintains a reasonable level of support without significantly impacting its ongoing and primary focus on teaching and learning.

**PURPOSE:**

RDC is committed to providing the best possible educational and development opportunities to the Central Alberta region. The College supports economic development through its educational involvement with multi-sectoral community partners. A rapidly changing and increasingly global economy provides an environment that requires the education and training of a highly skilled workforce that is familiar with innovation strategies and is skilled in applying new technologies and knowledge in solving problems in the workplace, in business, and in public service. Research and innovation opportunities enhance the teaching and learning processes of the College, contribute to program relevance, and support faculty professional development. Research and innovation activity maximizes the use of the College's intellectual and physical resources by making them available to the community.

This policy identifies the role of the College in supporting research and specifies the authority and responsibility for research activity at the College. The policy supports research by establishing an internal Research Fund to be used for seed money or matching funds for future research projects.

**SCOPE:**

This policy applies to all research and innovation activity conducted under the auspices of RDC.

**PRINCIPLES:**

1. Fostering innovation and providing opportunities for the College's faculty, students, and partners in business, industry, and public service to participate in applied research are important roles for Colleges as specified in the Province of Alberta Post-Secondary Learning Act (Section 103.2). In support of this mandate, the College's emphasis is on applied research.
2. Research and innovation activities, engage faculty, staff and students, provide opportunities for experiential learning, and contribute to the economic, social and cultural well-being of communities.

**DEFINITIONS:**

**Direct expenses:** the direct resources required to complete a research or innovation contracts including:

- personnel costs specifically related to the activity
- supplies and materials
- travel and accommodations related to carrying out the contract
- advertising
- special fees and licenses
- other costs directly related to contract delivery

**Departmental overhead:** ongoing administrative expenses that cannot be attributed to any specific contract, to cover the costs of administrative support from the Department of Applied Research and Innovation in developing, processing and supporting research and innovation contracts.

**Innovation:** the process by which individuals, companies and organizations develop, master and use new products, designs, processes and business methods. These can be new to them, if not to their sector, their nation or to the world. The components of innovation include research and development, invention, capital investment and training and development (Science, Technology and Innovation Council, 2008).

**Pure research** – involves the generation of new knowledge, must pass peer review, generally includes the involvement of graduate students, and may or may not have immediate application.

**Applied research** – is conducted to discover new knowledge with a more identifiable and immediate practical application. This form of research tends to be more focused on the identification of practical solutions or applications. In general, applied research lends itself more readily to third-party support, including financing from the private sector, granting councils, and communities.

#### **GUIDELINES:**

1. All research and innovation activities comply with RDC policies and with policies on research involving biohazards, radioactive materials, research in the Yukon, Northwest Territories and Nunavut as detailed by various granting agencies (for example, “Requirements for Certain Types of Research” on NSERC’s Web site).
2. The College assigns responsibility for the oversight and coordination of research and innovation to the Vice President Academic, and provides the support services to carry out this responsibility.
3. The College provides the infrastructure for reporting and accountability required by research projects and funding agencies.
4. The Applied Research and Innovation Department maintains a Research Procedures Manual with detailed guidance on processes and accountability. The Research Procedures Manual is approved by the Director of Finance and the Vice President Academic.
5. Research grant applications, research grant agreements and research contracts are signed by the appropriate RDC signing authority as indicated in the Research Grant Management Policy and the Contracts for Research and Innovation Policy. This approval process respects the principles of academic freedom and faculty

are free to select topics for research. A research grant application, agreement or contract will not be denied based on the research topic selected.

6. The Applied Research and Innovation Department recovers direct expenses and departmental overhead from grants, contracts and partnership agreements as specified in related policies (Contracts for Research, Grants Management, and Partnerships with External Organizations). The Department is expected to manage overall revenue and expenses to cover all direct expenses and departmental overhead associated with grants, contracts, and agreements. Revenue that exceeds direct expenses and departmental overhead is allocated during the annual budget process to a Research Fund, to be used for seed money or matching funds for future research projects.
7. The Research and Scholarship Committee sets criteria and makes decisions regarding disbursements from the Research Fund.
8. The College recognizes research activities and the scholarly work associated with research and innovation, and may consider such activities as workload that can be assigned to faculty and/or staff and pro-rated relative to the normal workload associated with those individuals.
9. Through its existing programs and resources for professional development, the College recognizes and encourages professional development for faculty and staff aimed at increasing their capacity and knowledge to participate in research and the promotion of innovation.
10. The College publicizes the nature of the research and promotion of innovation activity of its faculty and staff in the context of the overall scholarly activity of the members of the College.

**PROCEDURE:**

1. The Research and Scholarship Committee establishes criteria and processes for the administration of the Research Fund.
2. Faculty and staff wishing to access the Research Fund submit an application to the Chair of the Research and Scholarship Committee.
3. A sub-committee of the Research and Scholarship Committee reviews the applications and makes funding decisions.

**OFFICER RESPONSIBLE:** Vice President Academic

**RECOMMENDING AUTHORITY:** Deans' Council

**CONSULTATION FOR REVIEW:** Deans' Council, Director of Applied Research and Innovation, Financial Services Department, Research and Scholarship Committee, Vice President Academic

**POLICY REVIEW DATE:** February 2019

**EFFECTIVE DATE:** February 1, 2014

**REVISION HISTORY:** July 1, 2006  
February 1, 2014

**RELATED POLICIES:**

- Academic Freedom
- Conflicts of Interest and Mandatory Disclosure
- Contracts for Research
- Ethical Conduct for Research Involving Human Participants
- Integrity in Research and Scholarship
- Intellectual Property
- Research Grant Management

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors operational policies.