

**POLICY AND PROCEDURE MANUAL**

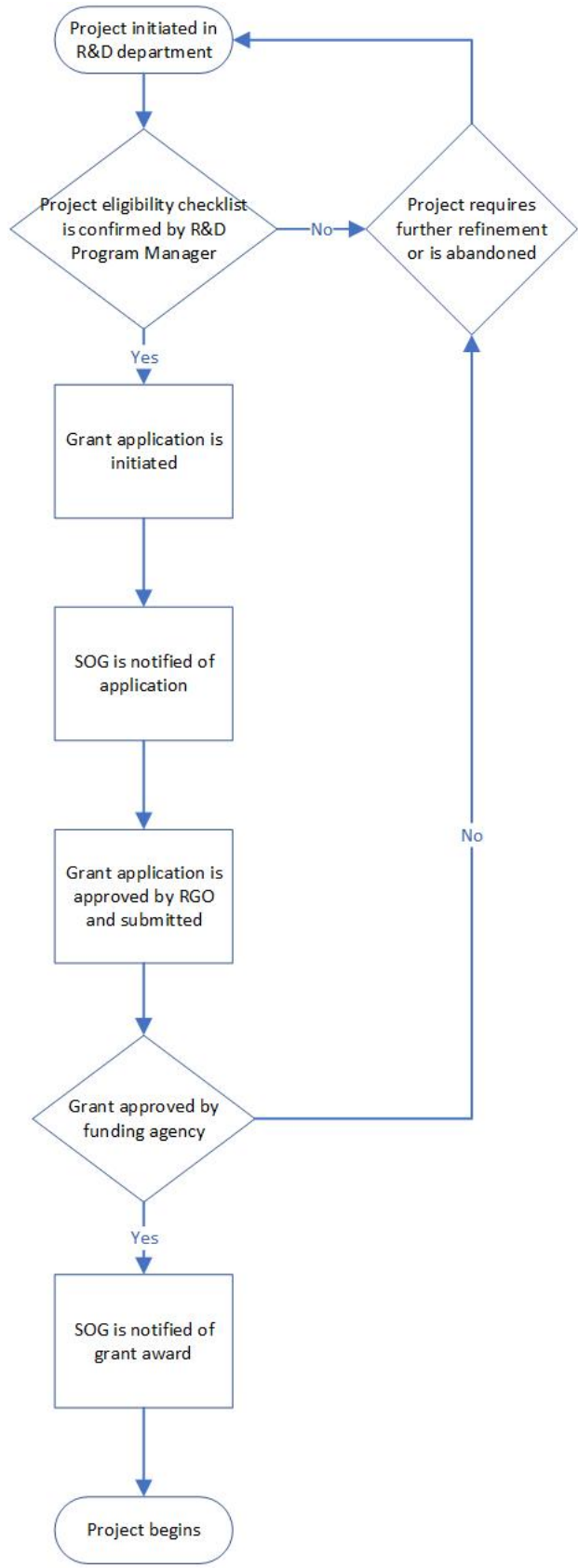
<b>Policy Title:</b>	<b>RESEARCH PROJECT APPROVAL AND DOCUMENTATION REQUIREMENTS</b>	<b>Area of Responsibility:</b> <b>VICE PRESIDENT, ACADEMIC</b>
<b>Policy Section:</b>	<b>APPLIED RESEARCH</b>	<b>Policy No: 10.1</b>
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**10.1 PROJECT APPROVAL PROCESS**

**Policy**

All Applied Research projects must adhere to the following process in order to receive official College approval. This includes any applied research activity that requires the use of College equipment, facilities, staff or students.

1. All research projects will be initiated through the Applied Research and Development department, by following the department’s standard operating procedures.
2. Upon completion of the Expression of Interest (EOI) form, the project eligibility checklist is completed and reviewed by the Director, Applied Research and Development.
3. Pending approval, a grant application may be developed involving the:
  - a. Faculty/Adjunct Researcher
  - b. R&D Program Manager
  - c. Industry Client
  - d. Supervisor, Accounting & Administration
4. Notification of a grant application is provided to SOG
5. The grant application is approved by the College designated Research Grants Officer (RGO), and submitted to the granting agency.
6. Once the granting agency provides notification of an approved grant, a Project Plan Worksheet (PPW) is developed based on the grant application, to include the following:
  - a. Title
  - b. Description
  - c. Research Team
  - d. Space and Equipment Requirements
  - e. Key milestones including start and end dates
  - f. Deliverables
  - g. Methods, tools, equipment, etc.
  - h. Budget
7. Notification of a grant approval is provided to SOG
8. Project begins



**Documentation Requirements**

The following documentation will be maintained by the Applied Research and Development department:

1. Client forms – NDA, IP, Client Agreement Contract
2. Project documents – project eligibility checklist, EOI, PPW, grant application and approval notice
3. Reports – researcher progress reports, granting agency reports
4. Other – reports as required by industry clients, SOG, and publications.