



# RESEARCHER GUIDE FOR FACULTY, NON-TEACHING STAFF AND ELDERS

June 24, 2020

## TABLE OF CONTENTS

<b>Introduction and Essential Information for All UCN Researchers</b> .....	4
<b>Part 1: Situating Yourself within UCN's Research Environment</b> .....	6
1.1 UCN Act .....	7
1.2 Vice President, Academic & Research; AVP of Reconciliation, Research and Academic Innovation; Research Officer .....	7
1.3 Academic Freedom .....	7
1.4 Responsible Conduct of Research .....	8
1.5 UCN Research, Education & Learning Committee .....	9
1.6 Requirements for Certain Types of Research .....	9
1.6.1 Research Involving Human Participants or Human Biological Materials .....	10
1.6.1.1 General Information .....	10
1.6.1.2 Research Involving First Nations, Métis and Inuit Peoples .....	10
1.6.1.3 Research Involving Elders .....	11
1.6.1.4 Ethics Review .....	11
1.6.2 Research, Teaching or Testing Involving Animals .....	12
1.6.3 Agency Policies Relating to the Canadian Environmental Assessment Act .....	12
1.6.4 Licenses for Research in the Field .....	12
1.6.5 Controlled Goods .....	13
1.6.6 Canadian Biosafety Standards and Guidelines .....	13
1.6.7 Canadian Nuclear Safety Commission Regulations .....	13
1.6.8 Canada's Food and Drugs Act .....	13
<b>Part 2: Planning and Moving through a Research Project</b> .....	13
2.0 Discussing your Research with your Dean/Supervisor .....	13
2.1 Thinking about Funding .....	14
2.1.1 NSERC and SSHRC .....	14
2.1.2 Research Support Fund Grant .....	14
2.1.3 UCN Research Seed Fund .....	14

2.1.4 Research in Partnership with Community, Aboriginal, Government, Business / Industry, Foundations or other Organizations .....	15
2.1.5 Quantifying Cash and In-kind Contributions .....	15
2.2 Signing Authority for Research Contracts and Agreements .....	15
2.3 Hiring Student Research Assistants or Administrative Assistants.....	16
2.4 Media Relations and Freedom of Information and Protection of Privacy Act (FIPPA) Requests .....	16
2.5 Resources.....	16
2.5.1 NVivo Qualitative and Mixed Methods Analysis Software .....	16
2.5.2 SPSS Quantitative Analysis Software .....	16
2.5.3 Display System for Academic Poster Presentations and Conferences.....	17
2.5.4 Shutterstock License .....	17

## INTRODUCTION AND ESSENTIAL INFORMATION FOR ALL UCN RESEARCHERS

The word 'research' used throughout this guide encompasses a broad range of enquiry that faculty, non-teaching staff and Elders may undertake at UCN. Enquiry can take place within a range of contexts including, for example:

- academic study in the humanities
- discovery research in the sciences
- social innovation in the social sciences
- applied research in technology and trades programs
- practicums in health
- capstone projects in business
- action research and land-based projects in education programs

Many of these activities are either designed specifically for, or hold the potential to provide, experiential learning opportunities for our students.

**Please note that all UCN researchers, whether or not they have received funding from the Natural Sciences and Engineering Research Council (NSERC), Social Sciences and Humanities Research Council (SSHRC) or Canadian Institutes of Health Research (CIHR), are responsible to investigate the following 8 areas to determine any applicability to their research, and to abide by relevant policies and requirements that pertain to their work:**

- **Ethical conduct of research involving human participants or human biological materials**
- **Teaching, research or testing using animals**
- **Agency policies related to the Canadian Environmental Assessment Act**
- **Licenses for research in the field**
- **Canada's Controlled Goods Program**
- **Canadian Biosafety Standards and Guidelines**
- **Canadian Nuclear Safety Commission regulations**
- **Canada's Food and Drugs Act**

More information and links pertaining to the above can be found in Section 1.6, **Requirements for Certain Types of Research** starting on page 9.

Scholarly activity is defined as that which brings legitimacy to the full scope of academic work, including the scholarship of discovery (research), scholarship of integration (synthesizing ideas and making interdisciplinary connections), scholarship of application (using knowledge in practice and community service), and scholarship of teaching (the highest form of understanding) (Boyer 1994)<sup>1</sup>.

Examples of scholarly activity at UCN could be such things as curriculum development and evaluation, or creating core content for Business diplomas. It could be programs that benefit youth, such as the 'Into the Wild' initiative, or outreach programs in early childhood education, such as 'Supper and A Book', that incorporate innovative approaches and that are supported by external grants. These examples of scholarly activity all have some features in common: the need to be innovative, to think, and have the energy to

---

<sup>1</sup> Boyer, Earnest L. *Scholarship Revisited*, Priorities of the Professoriate. The Carnegie Foundation for the Advancement of Teaching. Princeton, New Jersey. 1994.

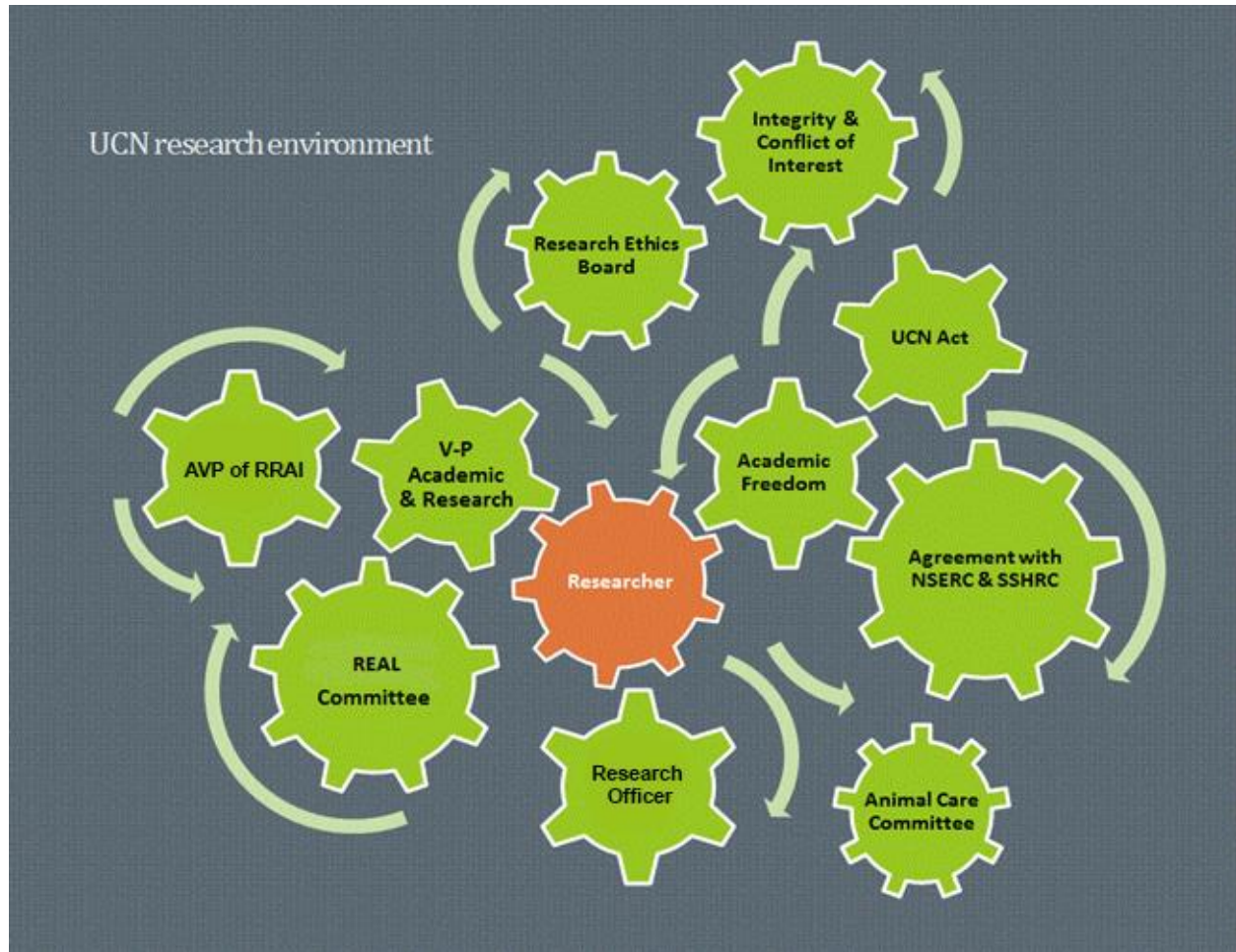
follow through with an idea; to go that 'extra mile' beyond the normal position description and to add value to whatever activity you are engaged in.

This guide is intended to help members of UCN's research community at all stages of their research and scholarly activity, providing both information that must be considered, as well as 'good to know' information that may be useful. We encourage you to contact us with questions about your research or scholarly activity at any time.

Harvey Briggs  
Associate Vice President of Reconciliation, Research and Academic Innovation  
Email: [hbriggs@ucn.ca](mailto:hbriggs@ucn.ca)

Dr. Guru Chinnasamy  
Research Officer  
Email: [gchinnasamy@ucn.ca](mailto:gchinnasamy@ucn.ca)

## PART 1: SITUATING YOURSELF WITHIN UCN'S RESEARCH ENVIRONMENT



Research activity at UCN takes place within an interconnecting environment that encompasses:

- The **UCN ACT**, which broadly sets out the purpose and powers of UCN;
- **VICE-PRESIDENT (V-P), ACADEMIC & RESEARCH; ASSOCIATE VICE PRESIDENT (AVP) OF RECONCILIATION, RESEARCH AND ACADEMIC INNOVATION (RRAI); RESEARCH OFFICER** – academic authority and administrative functions providing oversight and support for research at UCN;
- **ACADEMIC FREEDOM**, as set out in the Collective Agreement between UCN and the Manitoba Government Employees Union (MGEU);
- UCN policies on **RESEARCH INTEGRITY** and **CONFLICT OF INTEREST AND COMMITMENT IN RESEARCH**;
- **RESEARCH, EDUCATION & LEARNING (REAL) COMMITTEE**, a standing committee of UCN's Learning Council;
- **AGREEMENT ON THE ADMINISTRATION OF AGENCY GRANTS AND AWARDS BY RESEARCH INSTITUTIONS** (i.e. Agreement with NSERC & SSHRC, above), which sets out UCN's obligations to remain eligible to receive and administer federal research funding. Operations of UCN's **RESEARCH ETHICS BOARD** and **ANIMAL CARE COMMITTEE** fall under the purview of the **AGREEMENT**.

Further information and links pertinent to each of the above follow on pages 7 through 14.

## 1.1 UCN ACT

The University College of the North Act is accessible on the UCN website at <https://www.ucn.ca/aboutucn/Documents/UCN%20Act.pdf>

## 1.2 VICE-PRESIDENT, ACADEMIC & RESEARCH; ASSOCIATE VICE PRESIDENT, RECONCILIATION, RESEARCH AND ACADEMIC INNOVATION; RESEARCH OFFICER

All research-related activity falls under the authority of the Vice-President, Academic & Research, Dr. Dan Smith [dsmith@ucn.ca](mailto:dsmith@ucn.ca), Associate Vice President of Reconciliation, Research and Academic Innovation, Harvey Briggs [hbriggs@ucn.ca](mailto:hbriggs@ucn.ca), and Research Officer, Dr. Guru Chinnasamy [gchinnasamy@ucn.ca](mailto:gchinnasamy@ucn.ca).

The Vice-President, Academic & Research has the ultimate authority for all research and scholarly activity undertaken at UCN or under UCN auspices.

The Associate Vice President oversees the Department of Reconciliation, Research and Academic Innovation, which includes areas responsible for reconciliation and research as well as quality assurance, learning technologies, instructional services for students, teaching and learning support for faculty, and work-integrated learning.

The Research Officer is the main contact for connecting researchers with the resources they may need in conducting their research. This can include such things as:

- developing a research budget
- proposal writing and editing
- linking researchers to training and potential funding resources
- providing research training opportunities like workshops
- helping to link researchers with a mentor, either within UCN or at another institution
- helping researchers find a business, industry or community partner that might support their research
- ensuring research proposals receive ethics, environmental or other approvals that may be required

A range of research-related information is maintained on the Office of Reconciliation, Research and Academic Innovation pages on the UCN website:

<https://www.ucn.ca/sites/RI/Research/Pages/Research.aspx>

## 1.3 ACADEMIC FREEDOM

Academic freedom to carry out teaching duties and research, and to publish the results thereof, is set out in Article 72 of the Collective Agreement between UCN and Manitoba Government Employees Union (MGEU).

The Collective Agreement is available under the Employee Information section of the UCN website.

#### 1.4 RESPONSIBLE CONDUCT OF RESEARCH

As with teaching, UCN expects all members of its community to adhere to a high level of professionalism in conducting research. Such responsible conduct of research includes, but is not limited to:

- Obtaining, recording, analyzing, storing, reporting, and publishing or otherwise disseminating data or results without fabricating, falsifying or plagiarizing;
- Recognizing the substantive contributions of all collaborators, including students, Elders and community members; using any work of other researchers and scholars, published or unpublished, only with permission and with due acknowledgment; and using archival material in accordance with the rules of the archival source;
- Ensuring that authorship of published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication, and only those persons;
- Using scholarly and scientific rigour and integrity in obtaining, recording and analysing data, and in reporting and publishing or otherwise disseminating results;
- Putting safeguards in place to prevent abuse of supervisory power affecting collaborators, assistants, students and others associated with the research or any behaviour contrary to University College of the North Policy Harassment and Discrimination HR-05-07;
- Obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts or applications for funds for research or training that may have been seen as a result of processes such as peer review;
- Seeking and obtaining approval by University College of the North's Research Ethics Board before engaging in any research involving human participants, and then complying fully with the approved research protocols in the performance of the research;
- Being conversant with specifics relative to research involving Aboriginal peoples in Canada as set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS) and OCAP (Ownership, Control, Access and Possession) Principles, and guiding research design accordingly;
- Seeking and obtaining approval by the appropriate committee or authority before engaging in any research involving biohazards or ionizing radiation and then complying fully with the approved research protocols in the performance of the research;
- Seeking and obtaining approval of the UCN Animal Care Committee before engaging in any teaching and/or research involving animals and then complying fully with the approved research protocols in the performance of the teaching and/or research;
- Complying with University College of the North requirements regarding the operational and financial terms of research grants and/or contracts awarded to the researcher;
- Revealing to the appropriate authorities at University College of the North any material financial interest in a company that contracts with the University College to undertake research (material financial interest includes ownership, substantial stock holding, directorship, significant honoraria or consulting fees, but does not include minor stock holding in a large, publicly traded company);



- Revealing to project sponsors, this and other institutions, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the researcher should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources;
- Revealing any other potential conflicts of interest or commitment, including undisclosed personal ties.

Further guidance on these matters is contained in the following policies:

UCN Policy AC-04-02 Integrity in Research and Scholarly Activity [https://soar.ucn.ca/ICS/icsfs/AC-04-02\\_Integrity\\_in\\_Research\\_and\\_Scholarly\\_Activ.pdf?target=79866b7a-fe17-42a5-bbcb-0affb6ab24b6](https://soar.ucn.ca/ICS/icsfs/AC-04-02_Integrity_in_Research_and_Scholarly_Activ.pdf?target=79866b7a-fe17-42a5-bbcb-0affb6ab24b6)

UCN Policy AC-04-03 Conflict of Interest and Commitment in Research and Scholarly Activity

[https://soar.ucn.ca/ICS/icsfs/AC-04-03\\_Conflict\\_of\\_Interest\\_in\\_Research\\_and\\_Scho.pdf?target=4603da92-4699-46a3-a4ac-6c006b502b51](https://soar.ucn.ca/ICS/icsfs/AC-04-03_Conflict_of_Interest_in_Research_and_Scho.pdf?target=4603da92-4699-46a3-a4ac-6c006b502b51)

### 1.5 UCN RESEARCH, EDUCATION AND LEARNING (REAL) COMMITTEE

The Research, Education and Learning Committee is the standing committee of UCN's Learning Council mandated to address all areas pertinent to research, teaching and learning at UCN. Specific to research, this includes but is not limited to developing relevant policies, fostering research and scholarship through various mechanisms, promoting student engagement in research, and considering establishment of research centres or institutes at UCN. The committee terms of reference are accessible at

<https://www.ucn.ca/sites/governance/councillearning/Documents/Policies/LC-01-09%20Research,%20Education%20and%20Learning%20Committee%20TOR.pdf>

Support for research and scholarly activity is also addressed in the terms of reference for UCN program advisory committees (PACs). PACs are encouraged to identify ways and means to support UCN student involvement in research.

### 1.6 REQUIREMENTS FOR CERTAIN TYPES OF RESEARCH

UCN signed the *Agreement on the Administration of Agency Grants and Awards by Research Institutions* with the Natural Sciences and Engineering Research Council (NSERC) and Social Sciences and Humanities Research Council (SSHRC) in November 2012 [http://www.science.gc.ca/eic/site/063.nsf/eng/h\\_56B87BE5.html?OpenDocument](http://www.science.gc.ca/eic/site/063.nsf/eng/h_56B87BE5.html?OpenDocument)

**The Agreement is a key determinant in shaping the overall research environment at UCN.** The *Agreement* grants UCN eligibility to apply for research funding opportunities offered by these two federal agencies. In return for funding eligibility with NSERC and SSHRC, UCN accepts a range of obligations and responsibilities relating to its research facilities, research integrity, administration of grant monies, research involving human participants or animals, and other key areas, and has developed its own corresponding policies and requirements accordingly.

**Regardless of whether or not they have received federal research funding, all UCN researchers are responsible to investigate the following 8 areas to determine any applicability to their research, and to abide by relevant policies and requirements as they pertain to their work:**

- Ethical conduct of research involving human participants or human biological materials
- Teaching, research or testing using animals

- **Agency policies related to the Canadian Environmental Assessment Act**
- **Licenses for research in the field**
- **Canada’s Controlled Goods Program**
- **Canadian Biosafety Standards and Guidelines**
- **Canadian Nuclear Safety Commission regulations**
- **Canada’s Food and Drugs Act**

Further information and links for each of these 8 areas follows below.

## **1.6.1 RESEARCH INVOLVING HUMAN PARTICIPANTS OR HUMAN BIOLOGICAL MATERIALS**

### **1.6.1.1 GENERAL INFORMATION**

All UCN researchers wishing to involve human participants or human biological materials in their research are required to abide by the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS 2)* <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/> as well as *UCN Policy Governing the Ethical Conduct of Research Involving Humans*: <https://www.ucn.ca/sites/RI/Research/Documents/UCN%20Policy%20and%20Procedures%20Governing%20Ethical%20Conduct%20of%20Research%20Involving%20Humans.pdf>

Note that UCN follows the TCPS 2 convention of referencing people who are involved in research as ‘human participants’, rather than ‘human subjects’ or ‘research subjects’.

TCPS 2 defines research as “an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term “disciplined inquiry” refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community ... Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy, and do not fall within the scope of REB review.”

Under TCPS 2’s definition of research, the following requires ethics review and approval by a Research Ethics Board before the research commences:

- research involving living human participants;
- research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals.

The purpose of REB review is to ensure that research participants’ rights are safeguarded to the greatest extent possible. This includes ensuring they give their informed, voluntary and ongoing consent. For minors, parent or guardian consent is required.

## **1.6.2 RESEARCH INVOLVING FIRST NATIONS, METIS AND INUIT PEOPLES**

Developing research in respectful, collaborative partnership with Indigenous peoples and communities is of utmost importance. Chapter 9 of the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS2)* provides comprehensive guidance in these matters. Article 9.2 of TCPS 2 states: “The nature and extent of community engagement in a project shall be determined jointly by the researcher and the relevant community, and shall be appropriate to community characteristics and the nature of the research.” Contacting the Chief and Council (or other recognized leadership structure, depending on the community) to introduce yourself and the purpose of your project is a necessary first step in building a collaborative research partnership.

UCN’s Research Ethics Board will be looking for researchers to show how they intend to develop relationship with Indigenous peoples and communities as an essential part of doing any research work with

them. The following map resource (Aboriginal Affairs and Northern Development Canada) shows the locations of the 63 First Nations in Manitoba, including text descriptions of the geographical location of each:

<https://www.aadnc-aandc.gc.ca/eng/1100100020558/1100100020563>

An additional map resource from the Manitoba First Nations Education Resource Centre shows traditional First Nation community names throughout Manitoba: <https://mfnerc.org/newsletter/traditional-first-nation-community-names-map/>

An additional important and necessary part of doing research in partnership with First Nations is to ensure that OCAP (Ownership, Control, Access, Possession) Principles are implemented throughout a project. Refer to <http://fnigc.ca/ocapr.html> for detailed guidance. While not as formalized, Métis and Inuit peoples that you intend to partner with may also have similar principles governing research data. It is the responsibility of the researcher to learn and respect such principles.

### **1.6.3 INVOLVING ELDERS IN RESEARCH**

You may wish to ask an Elder to do traditional teachings, or to consult with them, as part of your research.

In addition to being guided by Chapter 9 of the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS2)*, UCN policy CA-01-01 Protocol Regarding Elders and Traditional People and Activities provides direction regarding engaging Elders in UCN activities. This policy, which provides guidance generally for involving Elders in UCN activities, also applies to Elder participation in research and scholarly activity.

[https://www.ucn.ca/sites/empinfo/policies%20and%20procedures/Documents/Cultural%20Awar-ness%20\(CA\)/CA-01- \(General\)/CA-01-01\\_ProtocolRegardingEldersAndTradition.pdf](https://www.ucn.ca/sites/empinfo/policies%20and%20procedures/Documents/Cultural%20Awar-ness%20(CA)/CA-01- (General)/CA-01-01_ProtocolRegardingEldersAndTradition.pdf)

Honoraria are provided to Elders in respect for their wisdom and their time – contact Tri-Council Administrative Officer for more information on processes and forms

### **ETHICS REVIEW**

As previously noted, under TCPS2 the following requires ethics review and approval by a Research Ethics Board before the research commences:

- research involving living human participants;
- research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals.

Involving people in research and scholarly activity can range from simple surveys, to doing interviews on personal matters, to providing blood samples or more invasive medical procedures. Regardless of the planned level of involvement of human participants, an application must be submitted to UCN's Research Ethics Board (REB) for review. The REB is an autonomous body reporting directly to UCN's Vice-President, Academic & Research, not to UCN Learning Council.

Procedures for submission and review of research ethics applications are outlined in Section 12 of *UCN Policy Governing the Ethical Conduct of Humans*. These pertain to faculty-initiated research, student-initiated research, and course-based research. Allow at least 3 full weeks for review. **Please note that these procedures apply to behavioural/non-medical research only. UCN has not yet developed processes and forms for ethics review of medical/clinical research. If you are planning this kind of research, contact the Chair of UCN's Research Ethics Board before any work begins.**

In addition, UCN now requires all UCN researchers who plan to involve human participants in their study to complete the online TCPS2 tutorial before any research begins, and include a copy of the certificate of completion with every ethics application. Access the tutorial at:

[https://ethics.gc.ca/eng/education\\_tutorial-didacticiel.html](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html)

More information: Abayomi Oredogbe, REB Chair [aoredogbe@ucn.ca](mailto:aoredogbe@ucn.ca)

#### **1.6.4 RESEARCH, TEACHING OR TESTING INVOLVING ANIMALS**

If you are planning to involve animals in a new course or introduce animal use into an existing course, the Curriculum and Standards Committee must first approve this. This includes any intended uses of live fishes. Ask your dean what will be required. Following Curriculum & Standards Committee approval, you will need to complete an animal use protocol, consisting of an application form and additional schedules as required particular to the activity(ies) you intend to conduct, then submit these to UCN's Animal Care Committee for review. **Allow at least 6 weeks for review.** No teaching, research or testing will be permitted to proceed without the Committee's approval.

For teaching, a teaching protocol must be developed and undergo pedagogical merit review. For research or for testing, a research protocol must be developed and undergo scientific merit review.

Note that all faculty/researchers planning to involve animals in teaching, research or testing also must complete University of Manitoba online animal user training before any use of animals takes place, and provide a copy of their certificate of completion to UCN's research office.

Principal investigators must demonstrate in their protocols how they intend to meet Canadian Council on Animal Care guidelines and requirements, which include the 3Rs:

- **Replacement** refers to methods which avoid or replace the use of animals in an area where animals would otherwise have been used
- **Reduction** refers to any strategy that will result in fewer animals being used
- **Refinement** refers to the modification of husbandry or experimental procedures to minimize pain and distress

UCN Policy AN-01-01 Use of Animals in Teaching, Research or Testing

Canadian Council on Animal Care <https://www.ccac.ca/>

More information: Gary Melko, Animal Care Committee Chair [gmelko@ucn.ca](mailto:gmelko@ucn.ca)

#### **1.6.5 AGENCY POLICIES RELATED TO THE CANADIAN ENVIRONMENTAL ASSESSMENT ACT**

Researchers are responsible to inform themselves of Agency (i.e. NSERC, SSHRC or Canadian Institutes of Health Institute (CIHR)) policies relative to the Canadian Environmental Assessment Act and to follow pertinent laws, regulations, guidelines or other requirements as it relates to their research work.

Canadian Environmental Assessment Act  
<http://www.ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-1>

#### **1.6.6 LICENSES FOR RESEARCH IN THE FIELD**

Researchers are responsible to inform themselves of the necessity to obtain the appropriate licenses or permits for field research. This could include, for example, the following (list below is not comprehensive):

- On First Nations and traditional territories
- Research involving handling of wildlife, particularly endangered species
- Within provincial parks or ecological reserves

- Within provincial Wildlife Management Areas
- Within protected areas
- Within national parks
- On privately-held lands

Depending on the complexity of the project, more than one license/permit may be required.

### **1.6.7 CONTROLLED GOODS PROGRAM**

Researchers are responsible to inform themselves of Agency (i.e. NSERC, SSHRC or Canadian Institute of Health Institute (CIHR)) policies relative to the Controlled Goods Program and to follow pertinent laws, regulations, guidelines or other requirements as it relates to their research work.

Controlled Goods Program <https://www.tpsgc-pwgsc.gc.ca/pmc-cgp/index-eng.html>

### **1.6.8 CANADIAN BIOSAFETY STANDARDS AND GUIDELINES**

Researchers are responsible to inform themselves of Agency (i.e. NSERC, SSHRC or Canadian Institute of Health Institute (CIHR)) policies relative to Canadian Biosafety Standards and Guidelines, and to follow pertinent laws, regulations, guidelines or other requirements as it relates to their research work.

Canadian Biosafety Standards and Guidelines <https://www.canada.ca/en/public-health/services/canadian-biosafety-standards-guidelines.html>

### **1.6.9 CANADIAN NUCLEAR SAFETY COMMISSION REGULATIONS**

Researchers are responsible to inform themselves of Agency (i.e. NSERC, SSHRC or Canadian Institute of Health Institute (CIHR)) policies relative to Canadian Nuclear Safety Commission Regulations, and to follow pertinent laws, regulations, guidelines or other requirements as it relates to their research work.

Canadian Nuclear Safety Commission <http://nuclearsafety.gc.ca/eng/acts-and-regulations/index.cfm>

### **1.6.10 CANADA'S FOOD AND DRUGS ACT**

Researchers are responsible to inform themselves of Agency (i.e. NSERC, SSHRC or Canadian Institute of Health Institute (CIHR)) policies relative to Canada's Food and Drugs Act, and to follow pertinent laws, regulations, guidelines or other requirements as it relates to their research work.

Food and Drugs Act [http://www.hc-sc.gc.ca/fn-an/legislation/acts-lois/act-loi\\_reg-eng.php](http://www.hc-sc.gc.ca/fn-an/legislation/acts-lois/act-loi_reg-eng.php)

## **PART 2: PLANNING AND MOVING THROUGH A RESEARCH PROJECT**

### **2.0 DISCUSSING YOUR RESEARCH WITH YOUR DEAN/SUPERVISOR**

Faculty and non-teaching staff are required to discuss any proposed research or scholarly activity relative to their work at UCN with their dean/supervisor, and particularly where support at the faculty or departmental level is being sought. As set out in Article 72 of the MGEU-UCN Collective Agreement, faculty members are entitled to freedom in carrying out research and publishing the results thereof. Such latitude for academic enquiry does not conflict with the need for considering proposed research/scholarly activity within broader faculty/departmental level priorities and constraints.

At the institutional level, UCN needs to be aware of research being proposed so as to appropriately address any potential risks from the research. For example, the proposed research may pose some risks to UCN property, or entail some financial risk to UCN. If it involves human participants, there may be ethical risks. UCN also has responsibilities to students involved as participants in research, either doing their own research, hired as research assistants or participating in research studies.

Talking with your dean or supervisor might also bring to light timely and valuable information to help you move forward. For example, you might learn of UCN colleagues, external funding sources, or businesses or community organizations you might partner with. You may be able to identify options for release time, or access to space or equipment within UCN.

Overall, conversation with your dean/supervisor is meant to be a useful process to work through the broader implications of your proposed research, and to get you off to the strongest possible start.

**Please also be aware that all research-related agreements and contracts where UCN staff time (including your own as the researcher), facilities or resources are being committed must go to the Vice-President, Academic & Research for signature. For more information, see section 2.2 on page 17.**

## **2.1 THINKING ABOUT FUNDING**

### **2.1.1 NSERC AND SSHRC**

UCN holds funding eligibility with the Natural Sciences and Engineering Research Council (NSERC) and with the Social Sciences and Humanities Research Council (SSHRC). Such eligibility means that UCN institutionally, and our researchers individually, can apply to a range of funding opportunities offered by these agencies (where they meet the criteria of a particular program).

**Specific to NSERC:** Because UCN does not yet offer full degree programs in the natural sciences or engineering, this currently limits grant opportunities for UCN to those under NSERC's College and Community Innovation (CCI) Program. That being said, there are several CCI funding streams and these are particularly well suited to projects with a business, technology or trades focus.

SSHRC and NSERC funding opportunities are typically framed for researchers and teams already possessing a record of successfully completed projects that include managing research budgets. If you are a beginning or mid-career researcher with a small portfolio to date, you may find it useful to connect with more experienced researchers at other institutions who might be looking for the type of expertise you could bring to their team as a co-investigator or collaborator on an NSERC or SSHRC project, as the funding opportunities offered by these agencies are increasingly requiring a cross-disciplinary and/or multi-disciplinary team approach.

[http://www.nserc-crsng.gc.ca/index\\_eng.asp](http://www.nserc-crsng.gc.ca/index_eng.asp)

<http://www.sshrc-crsh.gc.ca/>

### **2.1.2 RESEARCH SUPPORT FUND GRANT**

UCN receives a federal grant each year intended to help cover what's commonly called 'overhead' – the costs that institutions incur to support research that can't be recovered from specific research grants. UCN uses its grant for a range of costs including, for example, providing honoraria for our Elders on the Research Ethics Board and Animal Care committee; upgrades to lab facilities; providing animal user training for Natural Resources Management Technology students; and licenses for data analysis software (nVIVO and SPSS).

The funding can also be used to cover costs for a broad range of research-related training for researchers. This can include training in research ethics, use of specific research software, or other training to help you grow your research skills. Contact the UCN Research Officer to see if the research-related training you have in mind would be eligible.

### **2.1.3 UCN CORE RESEARCH FUND/SEED GRANT**

UCN allocates funding annually from its core operational budget to support research and scholarly activity. Eligible expenses include such things as travel; hiring student research assistants or others to provide services; equipment, materials and supplies; honoraria; and small incentives for research participants.

Monies are awarded through a competitive process managed by UCN Research, Education and Learning Committee's Seed Grant Committee.

#### **2.1.4 RESEARCH IN PARTNERSHIP WITH COMMUNITY, ABORIGINAL, GOVERNMENT, BUSINESS/INDUSTRY, FOUNDATIONS OR OTHER ORGANIZATIONS**

When thinking about potential funders for your work, you may find it useful to think about your research in a broader context by asking yourself questions such as, "Who out there is likely to have an interest in my research?" "Is there potential to align my research interests and goals with the objectives of other parties while still maintaining academic and ethical rigour?" Various external parties may be able to tap into grants and funding sources that could partially or wholly fund your work, and/or provide in-kind support. An organization might not be in a position to offer financial support, for example, but could offer portions of a staff member's time, a space to meet, use of equipment, or other goods/services. These all have value that can be quantified on a funding application.

In considering such opportunities, exercising due diligence is essential to fully inform yourself of a potential partner's interests/goals, as well as the environment they operate within and constraints they operate under. Be alert, for example, to any potential conflicts of interest; undue or inappropriate pressure to change your research design or methodology; threats to research integrity; or restrictions that may be placed on publishing/ dissemination. That being said, there are many legitimate opportunities to partner with external organizations that you may find worthwhile to investigate.

#### **2.1.5 QUANTIFYING CASH AND IN-KIND CONTRIBUTIONS**

When it comes to quantifying cash and in-kind contributions, SSHRC provides this useful guide: [http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash\\_inkind-especes\\_en\\_nature-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx) While this is specific to SSHRC, it will give you a good idea of how to attach monetary values to a range to items that you can then use or adapt when applying to other funders.

#### **2.2 SIGNING AUTHORITY FOR RESEARCH CONTRACTS AND AGREEMENTS COMMITTING UCN STAFF TIME, SPACE, RESOURCES, ETC.**

For research projects where UCN space, staff time (including yours) or resources are being committed, it may happen at the beginning and/or at various stages as your project progresses that a third party asks you to sign some kind of agreement or other document. These can take a variety of forms and have various names, depending on their purpose. Some examples are Research Agreement, Research Contract, Non-Disclosure Agreement, Confidentiality Agreement, Material Transfer Agreement, Technical Services Agreement and Intellectual Property Agreement.

These may be legally enforceable agreements containing contractual terms and obligations with respect to the performance of research and research-related activities or the use of materials. Individual faculty or non-teaching staff members do not have authority to contractually bind UCN by signing such agreements in the absence of express authorization to do so. UCN policy F1-01-01, Signature and Financial Commitment, states: "All agreements binding UCN to provide academic services require the signature of the Vice-President, Academic and Research." This includes all research-related agreements where the faculty member/researcher is using the UCN name, space, time, resources, etc. to carry out the work.

The primary reason for this has to do with legal liability. The Social Sciences and Humanities Research Council (SSHRC), for example, awards grants to institutions, not to an individual researcher, to administer even where it is the researcher that developed the grant application. Through accepting the grant, the institution acknowledges it is taking on the corresponding financial and other obligations associated with administering the grant. The institution, represented by a duly authorized officer, must therefore read and sign off on the grant agreement. At UCN it is the Vice-President, Academic & Research who does this on behalf of the institution. Institutions are legally established entities and have liability insurance should something go wrong.

Faculty members are legal persons and have the capacity to enter into agreements that are binding on them. There may be situations where a faculty member is pursuing their private research agenda, in which case they could be the appropriate party to contractual agreements with third parties for the provision of

goods or services either to or by such third parties. An example is where a faculty member is conducting their own research out of a self-directed research account. In such cases it is incumbent on the faculty member to explicitly indicate that they are not acting as a UCN employee. However, where the Faculty member is acting in their capacity as an employee of UCN then the UCN requirement will apply.

The Vice-President, Academic & Research must therefore sign off on all research-related agreements provided by a third party where UCN staff time, space or resources are being committed. At the same time, it is important and necessary that you as the researcher acknowledge the particulars of your role and confirm via your signature the tasks you will be carrying out in the project.

### **2.3 HIRING STUDENT RESEARCH ASSISTANTS OR ADMINISTRATIVE ASSISTANTS**

Researchers wishing to hire UCN students as research or administrative assistants must follow UCN Human Resources procedures, and demonstrate they have the funding from a grant or other source to support that hiring. The process would be initiated by generating a Staffing Authorization Request (SAR). **Do not predetermine the rate based on what other institutions pay, or other external factors.** We use UCN's Collective Agreement to determine their rate, based on the work/tasks the students will be doing. Consult Janis Fjermestad, HR Administrative Officer, [jfjermestad@ucn.ca](mailto:jfjermestad@ucn.ca) regarding the most current procedures.

### **2.4 MEDIA RELATIONS AND FREEDOM OF INFORMATION (FIPPA) REQUESTS**

Researchers are encouraged to respond to media requests about their work, and/or to initiate media interest in their research. If a member of the media contacts a UCN researcher to talk about his or her area of expertise, he or she is free to give the interview about their research work. The researcher is to make clear that he or she is speaking as an individual with expertise in the area under discussion, and not representing or articulating UCN policy or positions. Only the President of UCN or a designate is authorized to speak as an institutional representative on behalf of UCN. Researchers are encouraged to discuss media contact with UCN Communications Department prior to any interviews, and asked to inform UCN Communications if they grant an interview.

More information: Refer to UCN policy AD-03-05 Media Relations Monte Koshel, Communications Director [mkoshel@ucn.ca](mailto:mkoshel@ucn.ca)

As a public entity, UCN must follow the provisions of The Freedom of Information and Protection of Privacy Act, or FIPPA. FIPPA has two purposes (1) it gives a right of access to records under the custody or control of UCN (with some exceptions) and (2) it protects the privacy of individuals by a series of rules regarding collection, use, destruction and retention of personal information. A media outlet may make a request for information "under FIPPA". As the disclosure rules under FIPPA are complex, any request for information under FIPPA must be referred to the UCN Access and Privacy Officer. There is a formal process to be followed for all FIPPA requests.

More information: Meaghan Buchanan, Access and Privacy Officer [mbuchanan@ucn.ca](mailto:mbuchanan@ucn.ca)

## **2.5 RESOURCES**

### **2.5.1 NVIVO QUALITATIVE AND MIXED METHODS ANALYSIS SOFTWARE**

A laptop loaded with NVivo qualitative and mixed methods research software is available for loan. NVivo is designed to analyze a range of forms of unstructured data including, for example, video, interview transcriptions, sticky notes, phone messages, webpages and online PDFs, and comments on social media.

Contact the Manager of Research Services

### **2.5.2 SPSS QUANTITATIVE ANALYSIS SOFTWARE**



UCN has a license for the SPSS Statistics Premium Campus Edition for network and university laptops. This license provides unlimited access to authorized users (i.e. UCN faculty, staff, students and Elders with UCN accounts). The license is designed to eliminate the need to assign named user licenses, track concurrent usage or worry about which user will be locked out next.

For more information on accessing the software: Shawn Ducharme, Information Technology Manager [sducharme@ucn.ca](mailto:sducharme@ucn.ca)

### **2.5.3 DISPLAY SYSTEM FOR ACADEMIC POSTER PRESENTATIONS/CONFERENCES**

A modular display system is available for use at academic conferences, promotion and recruitment, and other events. The system consists of eight 3'x4' display panels, ten 6' poles and 10 stabilizing feet for the poles. The panels are covered with black Velcro-receptive material on both sides, giving 16 panels of display space. Adhesive Velcro 'coins' are provided to stick on the back of materials to be displayed. Push-pins do not work to hold materials on the panels.

The components are easily assembled on site, and can be flexibly configured as needed. They pack into two large flat plastic crates weighing about 100 pounds each. The crates will fit in the back of a larger SUV or truck.

The components are stored in the Butler Building on The Pas Campus. Allow at least 10 working days for your request, particularly if you want them shipped to the Thompson Campus or a UCN regional centre.

Contact the Research Officer.

### **2.5.4 SHUTTERSTOCK LICENSE**

UCN has a license to access images from the Shutterstock website for use in reports, publications, power points, etc. <http://www.shutterstock.com/> Go online to search for images to illustrate and complement documents and presentations. Once you have decided on the ones you want, contact Grant Nemeth, Media Services Technician [gnemeth@ucn.ca](mailto:gnemeth@ucn.ca) Grant manages the license and will download the images for you.