1.0 PURPOSE

1.1 The purpose of this policy is to:
   a. define Research Centres and Research Institutes;
   b. establish the intended scope of their activities, and;
   c. determine their required governance and reporting structures.

2.0 SCOPE

2.1 This policy encompasses all Research Centres, Research Institutes, and similar organizations at Simon Fraser University that are not parts of established administrative units.

3.0 DEFINITIONS

3.1 Research Centres are non-departmental academic or administrative units established for the purposes of facilitating collaborative research mainly within a single Faculty. Centres may include in their membership SFU researchers from outside of the home faculty. These units may also engage community and industrial partners in research centre activities. Centre and Institutes can be virtual -- it is not assumed they require physical space.

3.2 Research Institutes are created to facilitate:
   a) extensive collaborative research across faculties within Simon Fraser University;
   b) multi-university research collaborations;
   c) and collaborative research relationships with national or international organizations.

3.3 The Senate Committee on University Priorities (SCUP) is the academic body responsible for approving and overseeing Research Centres and Institutes on behalf of Senate.
POLICY

4.0 GENERAL

4.1 The purposes of Research Centres and Research Institutes encompass, but are not limited to facilitating collaborative research.

4.2 Each Research Centre and Research Institute is subject to all applicable University policies.

4.3 A Research Centre or a Research Institute is entitled to identify itself as a part of Simon Fraser University and to use the University's name and address in the conduct of its activities.

4.4 These rights are granted at the discretion of Senate for fixed, renewable terms.

5.0 Governance and Reporting

5.1 The Director of a Research Centre reports to the home Faculty Dean, who is responsible for overseeing its governance and budgetary accounts.

5.2 The responsible Dean, acting in consultation as appropriate with other university administrators, shall review each Research Centre's activities annually including its financial management and compliance with university policies, and shall report the results of that review to the Research Centre's Director and to the Vice President, Research and International by August 31 of each year.

5.3 The Director of an SFU-based Research Institute reports to the Vice President, Research and International (VPRI) in matters related to the Institute. The VPRI or designate will annually review the activities of Research Institutes, including financial management and compliance with university policies, and shall report the results of that review to SCUP.

5.4 The Vice President, Research and International shall deliver to the SCUP an annual summary report by October 31 of each year dealing with the activities of all Research Centres and Research Institutes during the preceding year. SCUP shall forward this report for information to the Senate and to the Board of Governors.

6.0 Establishing, Reviewing and Discontinuing Research Centres and Research Institutes

6.1 With the application for the establishment of a Research Centre or Research Institute, a Constitution must be submitted that specifies the following:

   a. a statement of its special purpose;
   b. a statement of how the work of Centre or Institute aligns with University/Faculty priorities.
   c. a declaration that the objectives of the proposed centre or institute do not significantly overlap with other SFU centres or institutes;
   d. A statement of the resources (if any) required to support the institute/centre.
   e. a provision for the appointment of a Director;
   f. a statement recognizing the obligation to conduct its activities in accordance with University policies;
g. a statement of its internal governing procedure;

h. a description of a communication plan that is aligned with University Communication policies (including plans for maintaining an up to date web/social media presence);

i. for Research Centres, the application must be approved by the appropriate Faculty Dean;

j. for Research Institutes there must be evidence that appropriate consultation has taken place with the relevant Faculty Deans.

6.2 Applications shall be submitted to the Vice President, Research and International, who will forward supported applications to Senate (through SCUP) for approval.

6.3 Research Centres and Research Institutes will normally be established for a term of 5 years.

6.4 Renewal will be based upon application via the Dean and the Vice President, Research and International, to SCUP, and will be contingent on past performance and the development of refreshed and relevant purpose and objectives.

6.5 In considering applications for renewal, the accomplishments of Research Centres and Research Institutes will be measured against their stated initial goals and plans. Specifically, the impact must be demonstrated over and above what would have been accomplished by individual faculty members. In addition, renewal is contingent on ensuring that Centres and Institutes are aligned with faculty and University strategic priorities.

6.6 The Dean(s) of the Faculties involved and the Vice President, Research and International will comment on the report and recommend renewal or termination. The proposal will then be forwarded to SCUP, which will vote on the renewal application and report its decision to Senate.

6.7 The Vice President, Research and International may recommend to the President termination prior to the end of the term of a Research Centre or Institute. In such cases, the Director shall have an opportunity to appeal the recommendation before the President makes a final decision.

7.0 Rights and Obligations of Research Centres and Research Institutes

7.1 Acting under the authority of its Director, and subject to section 3.4.1c, Research Centres and Research Institutes have the right to:

a. use the University's name, address, and symbols in connection with its activities;

b. solicit external grants and contracts in the University's name;

c. request the maintenance of university budgetary accounts and reports;

d. use the assistance of Human Resources in hiring employees;

e. direct the duties of its employees; and

f. apply for university support.

7.2 The Director of a Research Centre and Research Institute has the obligation to:

a. approve all contracts to be undertaken by or on behalf of the Research Centre and Research Institute, and further obtain the approval of the responsible Dean and the Vice President,
Research and International for any contract;

b. maintain an up-to-date web/social media presence that includes a list of members and research activities;

c. submit a written report to the responsible Dean or Vice President, Research and International on the units’ activities, including all contractual obligations entered into by or on behalf of the unit, once annually for the twelve months ending March 31 of each year, by no later than June 30 of each year;

d. if applicable, submit an annual financial statement showing revenues and expenditures for the twelve months ending March 31 of each year, by no later than June 30 of each year;

e. normally, the Director is not entitled to teaching relief or financial compensation.

8.0 Membership

8.1 The Director of a Research Centre or an SFU-based Research Institute normally must be a continuing faculty member of the University.

8.2 Faculty, graduate students, and research associates are eligible for membership in Research Centres and Research Institutes.

9.0 Policy Review

9.1 This policy will be reviewed every 5 years or as needed.

10.0 Authority

10.1 This Policy is administered under the authority of the Vice President, Research and International.