

OCAD'S POLICY ON RESEARCH ADMINISTRATION

The Objects of the Ontario College of Art & Design are to provide the opportunity and environment for advanced, studio-based education in art and design at the undergraduate and graduate levels and to support teaching, research and professional practice in these fields.

This policy was developed in consultation with the Research Advisory Committee and is intended to provide guidance to faculty members in the administration of research funds and activities at the College. The Research Services Office serves the faculty of the College by providing information on sources of research funds, approves all requests for research funds whether grants or contractual agreements and ensures that funds received by the College are appropriately administered. The Research Services Office also ensures that the College adheres to all the requirements of the Memorandum of Understanding between the College and the Tri-Councils in terms of research activities.

General Policies

1. All research activities at the College shall be performed subject to the research policies established by the College including the Research Ethics Policy, the Integrity, Research and Scholarship Policy and policies contained herein.
2. All funds received in support of research which utilizes College facilities are administered on behalf of Researchers by the College.
3. Payments for research must be payable to the Ontario College of Art & Design, NOT to the individual Researcher.
4. Capital equipment purchased from research funds belongs to the College unless otherwise specified.
5. All grant applications requiring a signature on behalf of the College must be signed by either the President, Vice-President, Research & Graduate Studies or their delegate.
6. All research contracts/agreements require a signature on behalf of the College and must be signed by either the President, Vice-President, Research & Graduate Studies or their delegate.

Indirect and Direct Costs

1. Indirect costs (overheads) are those College expenditures incurred in the conduct of research for which it is not possible to provide an accurate itemization of the cost of performing a specific research activity. Indirect costs are real costs to the College, including but not limited to items such as occupancy cost, building maintenance, central administration, library cost and computing services costs.
2. Direct costs are all budgeted expenditures for carrying out a research project at the College except, normally, the salary of the Researcher(s). Direct costs may include per diem payments to the Researcher, the salaries of research assistants and graduate students, equipment and supplies costs, travel and publication costs and other costs allowed by the sponsor.

3. In principle, funding for research projects should cover all the costs of doing the research at the College except, normally, for the Researcher's salary. Since the total cost of a research project is made up of both the direct and indirect costs, a project budget should account for both sets of costs.
4. It is the policy of the College to be recompensed for all the direct and indirect costs of all research contracts/research agreements (see definition below). A number of agencies which provide grants for research at the College will not pay for indirect costs. However, where permitted by the policy of the granting agency, the College seeks to recover indirect costs in the interest of supporting the research infrastructure of the College. Any indirect costs not recovered from sponsoring agencies are supported by the general operating funds of the College.

Types of Research Funding

1. **Gifts** for research are a voluntary transfer of cash and kind, from individuals, industry, foundations and other sources to the College for utilization by a Researcher for the support of research and scholarship. The funds are provided without expectation of return or consideration from the College - no direct benefit to the donor or to anyone designated by the donor is expected from the payment.
2. **Grants** for research are funds received by the College to support the research and scholarship of the Researcher. Typically, research supported by a grant is controlled and directed by the Researcher to pursue the research interests of the Researcher. In general, the granting agency does not: **i)** specify a statement of work, **ii)** have a detailed schedule for work, **iii)** specify deliverables, **iv)** require invoicing for expenditures, **v)** require intellectual property rights or **vi)** restrict publication in any way. Intellectual property is subject to OCAD's policy on Intellectual Property. Grant funds are normally received in advance of performing the research and if the funds are provided in a number of payments, the subsequent payments are normally not based on results already obtained nor can further payments be withheld as a function of performance. The Researcher may be required to provide a report to the granting agency on the work performed.
3. **Research Contracts/Research Agreements** are agreements negotiated with the College to provide research on a project. Research contracts normally include a work plan, deliverables, conditions related to publication of results, clauses related to ownership of intellectual property and its commercialization. All research contracts require the approval of the Dean and must be signed by the Vice-President, Research & Graduate Studies or designate prior to implementation.
4. From time to time the College enters into **Sub-contracts** with other institutions/organizations to perform research under a Research Contract where it is deemed desirable to use external expertise. Where the sub-contract involves a company in which the Researcher has a personal interest, the College requires that the sponsor be aware of the sub-contract, that the College and the company enter into a contractual agreement and that the company demonstrate it has third party liability insurance.
5. **Specialized Services** may be provided to the external private sector and government agencies on a fee for service basis. Such services are normally

associated with a major facility and the work normally involves little or no intellectual input. The results belong to the sponsor. It is the policy of the College not to carry out routine analyses, testing or product evaluation in competition with private industry or contract research agencies.

6. **Private Consulting** is a private arrangement between a company or a government agency and an individual researcher. Typically, Private Consulting does not make use of College resources. However, when a Researcher's outside (consulting) activities involve the use of the College's facilities, supplies and services, their use shall be subject to the prior approval of the College; costs for such facilities, supplies or services shall be borne by the Researcher at the prevailing rates set by the College, unless the College agrees in writing to waive all or part of such costs. The name of the College shall not be used in any related professional activity unless agreed in writing, by the Vice-President, Research & Graduate Studies or Dean, although nothing shall prevent a Researcher from stating his/her employment rank and file in connection with related professional activities, provided that he/she shall not purport to represent the College or speak for it, or to have its approval unless that approval has been given in writing.

Reporting and Accounting Practices

Applying for Funding (pre-award)

1. All research funding received by the college is the responsibility of the College. Therefore, all applications for external funding should be submitted to the Research Services Office using the **Research Data Summary and Signature Sheet** signed by the Researcher and the Dean, accompanied by a copy of the application. Any proposal that requires the use of specific College resources must be approved by the College in advance. Prior approval expedites setting up of research accounts when proposals are successful; ensures that any special facilities and space requirements are available for the Researcher; ensures that human ethics and other certifications are secured; and provides for the collection of accurate data on research activity. For grant applications which have a deadline, the College will establish an earlier internal deadline for submission of grants for internal review purposes. Grant applications, which require the signature of a College official when the application is submitted, must be signed by the Vice-President, Research & Graduate Studies or his/her designate.
2. In the case of Research Contracts/Agreements, it is required that the Researcher submit the proposed agreement to the Dean of his/her Faculty, the Vice-President Research & Graduate Studies, and the Research Services Office for advice and assistance prior to negotiating an agreement with the sponsor. Proposals should include at a minimum a statement of work, deliverables, identification of the Researchers, the facilities to be used, and a budget for the project including direct and indirect costs. The Research Services Office, in consultation with the Researcher, should be involved in negotiations with the sponsor to ensure that the College's policies are followed and that the interests of the Researcher are protected. The final version of all Research Contracts/Agreements must be signed by the Dean and the Vice-President, Research & Graduate Studies or his/her delegate on behalf of the College.

Receiving Funds (post-award)

1. A **Research Data Summary and Signature Sheet** (revised if there are any changes from the earlier submitted Sheet) must be filled out and signed by the Researcher(s), the Director of the Institute/Centre (if applicable), the Dean and the Vice-President, Research & Graduate Studies or his/her designate prior to the establishment of new Research Accounts or the addition of new funds to an existing account. If a Researcher receives a cheque for support of research, he/she should send the cheque to the Research Services Office along with the appropriate documentation. For all sources of research funds, the Research Services Office ensures that the documentation is complete and requests that Finance open a research account for the Researcher. Finance provides the financial administration of the funds. The Researcher's signature on the **Research Data Summary and Signature Sheets** constitutes an acceptance of responsibility for the conduct of the research and for ensuring that all required approvals have been obtained and that expenditures are consistent with the requirements of the funding source. Researchers are accountable to the Dean, i.e. the person to whom they report, who is, in turn, accountable to the College, through the College administrative structure, for the safe conduct of research funded from external and internal sources.
2. Gifts for research purposes should be sent first to the College Development Office which will ensure that an official charitable receipt is issued and that donors are appropriately recognized. Development will forward the funds to the Finance Department which will put the funds into a holding account until the Researcher for whom the funds are intended completes the **Research Data Summary and Signature Sheet** and sends it to the Research Services Office for processing.
3. Notification of grant awards which are received by the Research Services Office is immediately communicated to the recipient, and if the documentation is complete, the Research Services Office requests that a research account be opened. Researchers who receive the only copy of notification of an award should forward the notification to the Research Services Office (along with a revised copy of the **Research Data Summary and Signature Sheet** if there is any change from the sheet already submitted) for processing and setting up of the research account.
4. Research accounts for research contracts/agreements will be established when the contract is signed by both the College and the contracting agency and the completed **Research Data Summary and Signature Sheet** is submitted to the Research Services Office.
5. Specific accounts for Specialized Services must be set up within the Faculty/Centre at the College when the total dollar value of testing performed exceeds or is expected to exceed \$3,000 per year. Funds for these services are received and managed within the Faculty/Centre and are held in this account under the control of the Dean/Director. The Dean/Director should contact the Research Services Office to establish such an account. Specialized Services which are expected to generate income of less than \$3,000 per year must be handled through a Faculty account.
6. The College has no involvement in the receipt or management of funds received by those Researchers who undertake Private Consulting.

Recovery of Indirect Costs (Overheads)

1. The policy on Indirect Costs related to Gifts for Research is established and administered by the Office of the Vice-President, Administration.
2. Grants received from sources such as charitable organizations or public foundations are not charged for indirect costs unless the program provides for indirect cost recovery. However, the College reserves the right to decline grants which do not pay for indirect costs. Grants from private sector, for-profit organizations or provincial or federal government sources will be charged an overhead rate according to the table below as a percentage of the total direct costs of performing the research.
3. The minimum indirect cost rate on Research Contract/Agreements with the private sector is 40% of the total direct costs of performing the research. Higher rates will be negotiated where warranted. For a fixed price Agreement, 40% of the total direct cost of performing the research amounts to 28.6% of the total cost of the project (i.e. when the total funding is a fixed amount, multiply the fixed amount by 28.6% to achieve an indirect cost of 40% on the actual cost of doing the research).
4. Contracts/Agreements with the Province of Ontario (other than Ontario Centres of Excellence (OCE)) are subject to an indirect cost rate of 30% on direct payroll costs including salaries and benefits, consulting fees, per diems and honoraria to Researchers and 30% on materials and supplies expenses and 2% on travel and subsistence expenses. The indirect cost rate on all OCE contracts is 35%.
5. The College prefers to use the minimum indirect cost rate of 40% of total direct cost for work performed. However, the College is willing to accept the traditional calculation of indirect costs as follows: 65% on direct payroll costs including salaries and benefits, and including consulting fees, per diems and honoraria to Researchers, 30% on payments to graduate students, including benefits if the work forms part of their thesis research and 2% on travel. If the work is not part of a student's thesis, full rates apply.
6. The recovery of indirect costs for Specialized Services will be at the rate of 15% on the total income received from external private sector and governmental users, to be calculated at the end of each fiscal year. All overhead charged to Specialized Services Accounts will be retained centrally. Departments/units which provide such services and whose income exceeds \$3,000 per year must establish a separate account for revenues and expenses related to these services. Specialized Services provided to collaborators within the College from other academic institutions will not be subject to recovery of indirect costs.
7. Exceptions to the minimum indirect cost rates may be approved when there is a substantial benefit to the College. For example, lower rates may be charged in cases where the College has an equity interest in a start-up company. Such a reduction would only apply until such time as the company has an approved IPO or at the end of five business years, whichever occurs first.

Since small contracts are often a mechanism to encourage further funding, contracts less than \$2,000 will not be charged indirect costs. Subsequent agreements, amendments or extensions will revert to the standard formula.

All requests for exceptions require the prior approval of the Vice-President, Research & Graduate Studies and the Dean.

Summary: Minimum Indirect Cost Recovery Rates for Grants & Research Contracts/Agreements

Funding Source	Corporate Contracts	Canadian Federal Government (1)	Provincial Government	Specialized Testing	Sponsored Research Grants (5)
Minimum Rates	40%	65% (2)	30% (3) 2% (4)	15%	25%

1. If Federal Government department will not accept Corporate contract rate
2. Salaries and benefits only
3. On salaries and benefits and on materials and supplies. 35% on all Ontario Centres of Excellence agreements (OCE).
4. On travel and accommodation expenses
5. On all Corporate/Federal/Provincial Sponsored Research Grants with the exception of the Tri-Council (CIHR, NSERC, SSHRC)

Distribution	Distribution of Indirect Costs
Researchers	20%
Dean's Office	10%
Central Administration	35%
Vice President Research & Graduate Studies	35%

Distribution of Indirect Costs

1. Indirect costs (except those associated with Specialized Services) will be distributed as per the Distribution Table above. Indirect Cost funds received by the Dean's Office shall be deposited into a Trust Account to be dedicated to the receipt of indirect costs. Indirect Costs allocated to Researcher(s) responsible for generating the indirect will be deposited into the Researcher's Special Research Account.
2. In special cases the distribution of recovered indirect costs may be renegotiated to achieve a specific objective. For example, in cases where a Centre/other unit at the College has been instrumental in obtaining research funding, it is expected that a portion of the recovered indirect costs would flow to the unit. Any proposal for a change in the distribution of recovered indirect costs must be approved in advance by the Dean, the Director of the Centre/other unit and the Vice-President, Research & Graduate Studies.