

Institutional Research Review Committee

Terms of Reference

Role of the Committee

The University of Victoria has established its position as a leading research university in Canada by building upon its areas of established and emerging strength and by securing the support needed to grow and sustain research.

UVic must respond to—and take advantage of—an ever-changing and highly competitive research landscape by staying abreast of the changes and making strategic and tactical decisions. Guided by the Strategic Research Plan, UVic will continue to improve research competitiveness through differentiation and specialization, concentrating on areas that have demonstrated, or show strong potential for, research excellence. Responding to fruitful research trajectories involves decision-making about where and when to allocate resources strategically and efficiently to ensure that departments, schools and faculties can pursue priority lines of inquiry.

The Institutional Research Review Committee (IRRC) provides advice to the Vice-President Research on the evaluation, prioritization and strategic development of major institutional research initiatives. This advice is received in broader context of the other executive portfolios (Academic, Finance and Operations, External Relations) and the resource allocation processes associated with Integrated Planning.

The Committee shall provide:

1. Feedback and recommendations to internal proposals responding to major institutional funding competitions including, but not limited to, Canada Foundation for Innovation – Innovation and John R. Evans Leaders Funds, Canada Research Chairs, Canada Excellence Research Chairs, NSERC – Research Tools and Instruments, Western Economic Diversification, or Genome Canada;
2. Final recommendations and advice on prioritizations of applications to put forward under major institutional funding competitions;
3. Advice on strategic and efficient allocation of research resources to improve UVic competitiveness through differentiation and specialization;
4. Strategic advice on potential partnerships and inter-institutional linkages;
5. Ongoing advice during proposal development, as appropriate to the reviewer's area of expertise.

Committee Membership

All members shall be appointed by the VP Research for a two-year term. Membership shall include:

- Vice President Research (Chair)
- Associate Vice-President Research
- Associate Vice-President Research Operations
- Director, Institutional Programs
- Up to five Faculty members selected by the VP Research from nominations by the Deans
- Up to two external (alumni, former government, private sector, NGO) members selected by the VP Research
- A representative from VP Finance and Operations (related to budgetary and or space and infrastructure)
- A representative from VP Academic (related to staffing and/or academic programs)

The criteria for selection of members will include:

- proven track record with one or more of the agencies described as being part of institutional programs;
- experience with external funding, especially tri-council funding;
- recent and significant national or international review committee experience;
- demonstrated experience with research operations and planning within the university;
- strong record of university partnered activity (for members external to the university).

Support to the committee and record keeping will be managed by the Office of the Vice-President Research.

Meetings

The Committee will meet quarterly or at the call of the Chair. The Committee may invite additional members on a temporary basis or consult with other sources as needed. If a member is not able to attend the meeting, he/she is encouraged to submit their feedback in advance. Members will not be able to send delegates on their behalf. Subcommittees may be formed, the membership of which will not be limited to the membership of the Committee.

Proceedings

Reflecting the collaborative and consensual nature of the Committee and its advisory capacity, recommendations that are necessary or desirable shall normally be arrived at by consensus. If consensus is not reached the recommendation to the VP Research will reflect the discrepancies.

Detailed records of decisions and reasons related to the work of the Committee will be kept in strict confidence to members of the Committee.

To ensure the integrity of the recommendations developed by the Committee, members must excuse themselves from discussion of projects in which they are participants and should declare any close associations with researchers in other projects so that conflict of interest can be managed.