Welcome to the University of Victoria!

The goal of the Office of Research Services (ORS) is to support the innovative and exciting research that is being conducted at the University of Victoria by our world class researchers!

The opportunities for research funding support are increasing in number and complexity. The ORS staff will provide you with advice about research opportunities. Working with grant facilitators in the Faculties, the ORS will support you as you develop your research proposal and obtain the required regulatory approvals. If a contractual agreement is required by the funding agency, the Research Partnerships & Knowledge Mobilization (RPKM) unit of ORS will develop the agreements that describe the necessary legal provisions such as the protection of intellectual property.

We are here to support the research community at the University of Victoria. Please let us know how we can help.

Rachael Scarth
Associate Vice President Research Operations
Office of Research Services
B - Administrative Services Building, Room B202
3 - Research Partnerships & Knowledge Mobilization, Sedgewick Building, A Wing

B - Turn right at top of the stairs in the Administrative Services Building
3 - RPKM unit in A-wing of Sedgewick Building
Guidelines:
Indemnity Approval Procedures

Policies:
The University of Victoria has a number of research policies in place to support research initiatives on campus.
- RH8100 Research Policy
- RH8200 External Research Funding Agreements (and associated procedures)
- FM5400 Indirect Costs of Research (and associated procedures)
- GV0215 Policy on Intellectual Property
- RH8105 University Regulations for Research Involving Humans
- RH8110 University Policy for Research Involving Animals
- RH8205 Research Grants in Lieu of Salary Policy
- HR6310 Post-Doctoral Fellows Policy and associated procedures
- RH8300 Establishment and Review of Research Centres (and associated procedures)
- GV0715 Duties and Responsibilities of Directors of Research Centres
- GV0705 Procedures for Appointment and Review of Research Centre Directors

Conduct your Research Policies & Procedures:
https://www.uvic.ca/research/conduct/home/policies/index.php

The following selected UVic policies should also be reviewed by researchers:
- FM5100 Signing Authority
- AC1100 Policy for the Establishment of Endowed and Term Chairs and Professorships
- AC1105 Policy on Scholarly Integrity
  - A – researchers not subject to the Framework Agreement
  - B – researchers subject to the Framework Agreement
- HR6305 Employment Under Externally Funded Grants and Contracts
- FM5105 Purchasing Services Policy
- FM5110 Policy on Strategic Alliances
- SS9200 Occupational Health and Safety Policy
- BP3400 Policy on External Bookings of University Space
- HR6300 Casual Employment of Students
- BP3405 Policy on the Use of University Facilities of Academic Departments by External Organizations or Individuals
- HR6325 Determination of Employment Relationship
- FM5300 Liability Insurance
- HR6500 Travel and Hospitality Policy
Research Grants

Visit our website at http://www.uvic.ca/research/conduct/home/funding/

Research Grants – Staff

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Our Services and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Research Finances and Budgets</td>
<td>Post-Award</td>
</tr>
<tr>
<td><a href="mailto:orsfince@uvic.ca">orsfince@uvic.ca</a></td>
<td>Assists researchers with awards</td>
</tr>
<tr>
<td>Phone: 250-721-8079</td>
<td>Interprets policies; explain guidelines</td>
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<tr>
<td></td>
<td>Account management</td>
</tr>
<tr>
<td>Senior Grants Officer</td>
<td>Pre-Award</td>
</tr>
<tr>
<td><a href="mailto:grants@uvic.ca">grants@uvic.ca</a></td>
<td>Assists researchers with grant applications</td>
</tr>
<tr>
<td>Phone: 250-853-3103</td>
<td>Interprets policies; explains guidelines</td>
</tr>
<tr>
<td>Research Programs Liaison</td>
<td>Process travel grants and NSERC Undergraduate Student</td>
</tr>
<tr>
<td><a href="mailto:resprog3@uvic.ca">resprog3@uvic.ca</a></td>
<td>Research Awards</td>
</tr>
<tr>
<td>Phone: 250-472-4986</td>
<td>Provides support to grants officers</td>
</tr>
</tbody>
</table>

General Information about Research Grants

The Office of Research Services provides support for both internal and external grant applications and administers the awards. We provide assistance with the preparation of grant applications, interpret agency policies, and ensure that agency and university guidelines and regulations are followed.

Below you will find a description of the different types of internal grants available followed by information about external grants as well as the grants facilitation program offered at the University of Victoria. Should you have any questions about funding opportunities, processes and requirements, eligibility, budget construction, use of funds or any other grant-related inquiry, please contact one of the grants area staff.

Internal Research Grants (IRG)
These small grants are normally considered to be "seed" grants to help faculty prepare for larger external grants. Funds for the annual grant competition (Deadline is March 1 of each year) come from the Office of Vice-President Research and the Social Sciences and Humanities Research Council (SSHRC). All faculty members should read the General IRG guidelines http://www.uvic.ca/research/conduct/home/funding/internalgrants/Contact: grants@uvic.ca or 250-853-3103.

Research Grant in Lieu of Salary (RGLS)
Under Revenue Canada Guidelines, certain expenses pertaining to research that are paid for out of a faculty member's salary is given tax-free status. The University administers the RGLS program to permit faculty members to divert a portion of their salary to cover research-related expenses for research that is different from the type of research work ordinarily expected of the faculty member under his or her terms of employment. This is particularly helpful during sabbatical years, but the RGLS program can be used even when not on sabbatical. Contact: grants@uvic.ca or 250-853-3103.

Internal Funding Opportunities

Internal Research Support
The university provides opportunities for research and research-related travel support to tenured or tenure-track faculty members. In addition to these programs of support, faculty members may use their Professional Development Allowance funds to support their research programs. Below is a brief description of the various research support programs.
Scholarly Research and Artistic Performance Travel Grant

The Office of Research Services administers a travel grant program to assist faculty members to present their work at conferences and other scholarly performances. It is recognized that these funds are often insufficient to cover all expenses and faculty members are encouraged to always include requests for dissemination expenses in their external grants.

Contact: resprog3@uvic.ca or 250-472-4986.

External Funding Opportunities

General Description

The Office of Research Services (ORS) assists faculty in securing and administering research grants, contracts, and creative awards and in meeting their regulatory responsibilities in support of research. The Office is the central research administration office and point of contact for the federal granting councils (CIHR, NSERC, SSHRC), Canada Council, Michael Smith Foundation for Health Research as well as other granting agencies.

Please note that with all external grants a “Research Application Summary Form” must be attached.

Link for form:
http://www.uvic.ca/research/conduct/home/funding

Grants Facilitation – Facilitators

Grants crafting support is available in the faculties, with each faculty devising a grants facilitation strategy that best fits the needs of its researchers. A list of the names of all grants facilitators can be found at:
http://www.uvic.ca/research/conduct/home/funding/facilitation/index.php
# Institutional Programs

Visit our web site at [http://www.uvic.ca/research/conduct/home/specialfunding](http://www.uvic.ca/research/conduct/home/specialfunding)

## Institutional Programs – Staff

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Our Services and Responsibilities</th>
</tr>
</thead>
</table>
| **Manager Institutional Programs**  
cfi@uvic.ca  
Phone: 250-721-7972 | **Pre-Award:**  
Grants Facilitation, Faculty Liaison,  
Funder Liaison, Chair, RSOAG  
Canada Research Chairs  
**Post-Award:**  
Signing Authority  
Funder Liaison |
| **Senior Project Officer (CFI, BCKDF and WD)**  
orsproj@uvic.ca  
Phone: 250-853-3847 | Project Management  
Project support to major research infrastructure |
| **Institutional Programs Liaison (CFI and BCKDF)**  
resprog1@uvic.ca  
Phone: 250-472-5126 | Pre and post-award administration  
Budget development  
Grant Facilitation |

## General Information about Institutional Programs

Institutional Programs supports research projects funded by the Canada Foundation for Innovation (CFI), the British Columbia Knowledge Development Fund (BCKDF), the Canada Research Chairs (CRC) and the Western Economic Diversification Canada (WD), among others.

Institutional Programs liaises with the funding agencies, assists researchers in the preparation of proposals, and provides project management support for awarded projects. Proposals to these funding agencies are submitted by the University of Victoria rather than individual researchers. Researchers interested in preparing a proposal must first contact the Manager Institutional Programs cfi@uvic.ca or 250-721-7972.

The CRC-CFI Strategic Research Plan details the University’s research objectives and priorities for future Canada Research Chair (CRC) and Canada Foundation for Innovation (CFI) funding.  
[http://www.uvic.ca/research/conduct/home/specialfunding](http://www.uvic.ca/research/conduct/home/specialfunding)

## Pre- and Post-Award Administration

Institutional Programs provides support to researchers throughout the lifecycle of a project, including:

- **Pre-Award:**  
  - Reviewing proposals  
  - Developing budgets  
  - Supporting proposals through UVic approval processes

- **Post-Award:**  
  - Monitoring financial activities and confirming eligibility of expenses  
  - Providing advice on the policies and guidelines of funding agencies  
  - Providing project planning support and project management resources  
  - Facilitating access to UVic services such as Facilities Management, Purchasing, Occupational Health, Safety and Environment, Systems, and Research Accounting  
  - Reporting to funding agencies and working with agencies to amend project plans and interpret policies

The level of support provided to an individual project depends on the complexity and the risks associated with the project.
For all CFI and BCKDF projects, the account holder (and signing authority) is the Vice President Research. All purchase requisitions, business firm retainer forms, HR appointment forms, etc. must be sent to the Institutional Programs Liaison resprog1@uvic.ca for review and authorization.

Researchers purchasing items prior to funding agency approval or without proper pre-purchase authorization from Institutional Programs will be responsible for covering the cost of ineligible items.

**Institutional Funding Programs include:**

- **Canada Foundation for Innovation (CFI)**
The CFI is a federal funding organization that supports state of the art research infrastructure. Institutional Programs assists researchers in every step of all CFI programs. Researchers need University, Faculty and Department approval to submit a proposal to CFI funds. Contact the Manager Institutional Programs for information on the CFI programs available and the process to access them. Contact: cfi@uvic.ca or 250-721-7972.

  A complementary proposal for matching funds is submitted to the BC Province (BCKDF program) with every CFI application.

- **John Evans Leadership Fund (JELF)**
The JELF is intended to meet the research infrastructure needs of individual faculty, helping the university to attract and retain the very best researchers. There are three calls for proposals annually — Feb 15, June 15 and October 15. Researchers should contact their Department Chair or Faculty Dean for allocation availability.

- **Innovation Fund (IF)**
  This funds have limited use for on-going operation and program is launched by CFI every 2-3 years to support large innovative and transformative infrastructure projects. Institutional Programs coordinates an internal process to select the proposals to be submitted.

- **Canada Research Chairs (CRC)**
The Canada Research Chairs (CRC) program helps universities to attract and retain the best talent from around the world, assisting universities like the University of Victoria to achieve research excellence in natural sciences and engineering, health sciences, and social sciences and humanities. CRC chairs at the university are allocated by the VPRE, VPAC and the Faculties. Contact the Manager Institutional Programs for information on the process. Contact: cfi@uvic.ca or 250-721-7972.

- **Western Economic Diversification (WED)**
Western Economic Diversification Canada is a federal government department that works to strengthen western innovation, business development and entrepreneurship, and economic development. All researchers interested in applying to WED must obtain approval from Institutional Programs before preparing their proposal. Contact the Manager, Institutional Programs for information on the process. Contact: cfi@uvic.ca or 250-721-7972
Research Partnerships & Knowledge Mobilization (RPKM)

Visit our website at www.uvic.ca/rpkm

RPKM – Staff

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Our Services and Responsibilities</th>
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<tbody>
<tr>
<td><strong>Director</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:rpkmdirector@uvic.ca">rpkmdirector@uvic.ca</a> Phone: 250-472-4115</td>
<td>Oversee Industry Liaison, Community Liaison, and Knowledge Mobilization activities Licensing agreement management Partnership agreement management</td>
</tr>
<tr>
<td><strong>Assistant to the Director</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:rpkadmin@uvic.ca">rpkadmin@uvic.ca</a> Phone: 250-721-6500</td>
<td>Administrative support to Director Office administration</td>
</tr>
<tr>
<td><strong>Business and Patent Manager,</strong> UVic Industry Partnerships Inc.</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kathyv@uvic.ca">kathyv@uvic.ca</a> Phone: 250-472-4376</td>
<td>UVic IP patent management UVic IP asset management UVic IP financial management</td>
</tr>
<tr>
<td><strong>Industry Liaison Officer, Life Sciences</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:sciencepartnerships@uvic.ca">sciencepartnerships@uvic.ca</a> Phone: 250-721-8868</td>
<td>Invention management Patent management Industry partnership development and support</td>
</tr>
<tr>
<td><strong>Industry Liaison Officer, Engineering</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:engr.ilo@uvic.ca">engr.ilo@uvic.ca</a> Phone: 250-721-6398</td>
<td>Invention management Patent management Industry partnership development and support</td>
</tr>
<tr>
<td><strong>Industry Liaison Officer, Engineering</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:engrpartnerships@uvic.ca">engrpartnerships@uvic.ca</a> Phone: 250-472-4324</td>
<td>Invention management Patent management Industry partnership development and support</td>
</tr>
<tr>
<td><strong>Manager, Research Agreements</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:contractsmanager@uvic.ca">contractsmanager@uvic.ca</a> Phone: 250-472-5037</td>
<td>Contract management Contract development Review and negotiation</td>
</tr>
<tr>
<td><strong>Research Agreements Facilitator</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:contractsfacilitator@uvic.ca">contractsfacilitator@uvic.ca</a> Phone: 250-472-5670</td>
<td>Contract development Review and negotiation</td>
</tr>
<tr>
<td><strong>Research Agreements Assistant</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:contractsassistant@uvic.ca">contractsassistant@uvic.ca</a> Phone: 250-721-6095</td>
<td>First contact for new agreements Administrative support</td>
</tr>
<tr>
<td><strong>Knowledge Mobilization Coordinator</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kmcoordinator@uvic.ca">kmcoordinator@uvic.ca</a> Phone: 250-472-4377</td>
<td>Coordinate KM services/activities at UVic Also serves as UVic Postdoctoral Fellow Coordinator (provides guidance on the PDF policy and appointment procedures)</td>
</tr>
<tr>
<td><strong>Community Liaison Officer</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:communityliaison@uvic.ca">communityliaison@uvic.ca</a> Phone: 250-472-4335</td>
<td>Community–university research partnerships development and support</td>
</tr>
<tr>
<td><strong>Knowledge Mobilization &amp; Community Liaison Assistant</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:communitykmassistant@uvic.ca">communitykmassistant@uvic.ca</a> Phone: 250-853-3853</td>
<td>Administrative Assistant to KM services and Community Liaison services Primary contact for Post-Doctoral enquiries</td>
</tr>
</tbody>
</table>

About Research Partnerships & Knowledge Mobilization

Mission: The mission of RPKM is to facilitate research partnerships with industry and community, and to assist with the knowledge mobilization opportunities arising from this research through promotion and training.
RPKM’s Role in the Office of Research Services at UVic:

RPKM offers a full range of comprehensive and professional technology transfer and university-industry liaison services to the entire UVic community such as facilitating research partnerships, developing research agreements and supporting knowledge mobilization. RPKM is also the main portal by which the community can connect with researchers at UVic to explore university-community joint research opportunities.

RPKM’s services include industry collaboration, university-community research collaboration, intellectual property (IP) evaluation and protection, technology licensing, knowledge mobilization, research agreement support, funding application support, IP education, technology/faculty promotion, and start-up enterprise development in partnership with the Innovation Centre for Entrepreneurs.
Research Agreements

Visit our website at
http://www.uvic.ca/research/conduct/home/contracts/

General information about Research Contracts & Agreements

The Research Agreements staff in the Research Partnerships & Knowledge Mobilization unit of the Office of Research Services coordinate the review, preparation, negotiation, and finalization of research agreements with government sponsors, industry partners, non-governmental organizations, and other post-secondary institutions. This includes funded contracts as well as a range of non-funded agreements (e.g., intellectual property agreements, confidentiality/non-disclosure agreements, and material transfer agreements).

Please note that with all external funding proposals a “Research Application Summary Form” must be attached.

Link for form:
http://www.uvic.ca/research/conduct/home/funding/

Please note: In accordance with UVic’s signing authority policy, research agreements must be signed by the VPRE, AVPR or AVPRO. Additional signatures may be required but RESEARCHERS, CHAIRS AND DEANS CANNOT SIGN ANY UNIVERSITY CONTRACTS ON THEIR OWN.

Our Services and Responsibilities

▷ Advise researchers on relevant UVic policies relating to research contracts and agreements.
▷ Provide information about standard contract terms and conditions to help researchers in initial discussions with prospective partners.
▷ Assist with the preparation of contract bids and project proposals, including review of relevant agency and UVic regulations and guidelines.
▷ Coordinate UVic review of draft agreements provided by a third party (funder, partner organization, etc.).
▷ Work with funders or other partners to develop a mutually acceptable contract, with terms and conditions in compliance with institutional requirements (e.g., audit, insurance, indemnity, regulatory policies), as well as meeting the needs of the researchers while protecting their rights, (e.g., publication rights, use of research results, and intellectual property ownership).
▷ Obtain appropriate signatures for the contract.
▷ Administer research contracts, in conjunction with Research Accounting, and respond to post-award inquiries.
▷ Work cooperatively with Industry and Community Liaison Officers and other staff in Research Partnerships and Knowledge Mobilization regarding contractual obligations for protection or commercialization of Intellectual Property.
Knowledge Mobilization

Knowledge Mobilization at UVic

Knowledge mobilization (KM) bridges the gap between knowledge creation and its practical application by turning research findings or creative works into ideas that are ready for action and designed to benefit society.

It’s also a two-way exchange of ideas: some of the best research is an answer to a community-generated question or public need. Good KM practice ensures that knowledge is both informed by the public in its beginning stages and then leveraged for the intended audience through a number of approaches, including traditional mediums (academic publication, conferences, media tips, etc.) or emerging civically-engaged forums, like programing, policy, tool creation and social media.

No matter what kind of research you’re working on at UVic, Research Partnerships and Knowledge Mobilization can help with your research in every stage of the innovation cycle.

These core services include:

- Partnership-brokering with a business, government or community organization that is in need of your know-how for a specific question, event or collaborative project
- Assistance with developing research collaborations and contracts
- Training on KM best practices, including tips on preparing grant proposals, tool creation, research communications, social media use and links to a wide range of tools and resources.
- Referrals to other existing KM services and opportunities on campus, including open access publishing, the UVic Speakers Bureau and Cafe Scientifique (just to name a few)
- Plain language writing and communication planning assistance.
- News, events, funding advice, partnership opportunities and tool-sharing through our monthly email bulletin.
- Co-developing seminars, workshops, graduate student internships or other research-focused events that promote KM.

UVic is a founding member of ResearchImpact (www.researchimpact.ca), a national network linking the Knowledge Mobilization Units from six Canadian universities.

Expertise Database

UVic’s Expertise Database is designed to give you access to the wealth of expertise that the University of Victoria has to offer. This database is extensive, but it doesn't include all faculty members or every area of expertise at UVic. If you can't find the information you need in this database, we encourage you to contact the Office of Research Services.

To edit your record please visit: http://communications.uvic.ca/research
Human Research Ethics

Visit our website at
https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php

HRE – Staff

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Our Services and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HRE Coordinator</strong></td>
<td>Management of research ethics unit administration of ethics reviews, renewals, modifications, outreach, policy, procedures, non-compliance issues and complaints</td>
</tr>
<tr>
<td><strong><a href="mailto:hrethics@uvic.ca">hrethics@uvic.ca</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong> 250-472-5202</td>
<td></td>
</tr>
<tr>
<td><strong>HRE Facilitator</strong></td>
<td>Ethics reviews, renewals, modifications, outreach, policy, procedures, researcher information</td>
</tr>
<tr>
<td><strong><a href="mailto:hre@uvic.ca">hre@uvic.ca</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong> 250-472-5555</td>
<td></td>
</tr>
<tr>
<td><strong>HRE Assistant</strong></td>
<td>Office administration, researcher information, support to Research Ethics Board, outreach</td>
</tr>
<tr>
<td><strong><a href="mailto:ethics@uvic.ca">ethics@uvic.ca</a></strong></td>
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<tr>
<td><strong>Phone:</strong> 250-472-4545</td>
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</tr>
<tr>
<td><strong>Dr. Wanda Boyer – Educational Psychology &amp; Leadership</strong></td>
<td>Chair, Human Research Ethics Board</td>
</tr>
<tr>
<td><strong><a href="mailto:wboyer@uvic.ca">wboyer@uvic.ca</a></strong></td>
<td></td>
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<tr>
<td><strong>Phone:</strong> 250-472-4708</td>
<td></td>
</tr>
<tr>
<td><strong>Alexandra D’Arcy - Linguistics</strong></td>
<td>Vice Chair, Human Research Ethics Board</td>
</tr>
<tr>
<td><strong><a href="mailto:adarcy@uvic.ca">adarcy@uvic.ca</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong> 250-472-4579</td>
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</tbody>
</table>

Human Research Ethics Board

The UVic Human Research Ethics Board is comprised of about 20 faculty members from the Faculties of Education, Humanities, Social Sciences, Human & Social Development and Sciences, three ethics staff members, three community members and one graduate student and alternate. The Board reviews over 1000 applications (new, modifications, renewals) throughout the year and ensures that research is conducted in compliance with national and university research ethics policies and practices.

Human Research Ethics Staff

When you or your students have questions regarding human research ethics, please contact the ethics staff (ethics@uvic.ca). We will work with you through the ethics process and provide advice and feedback.

We will also determine whether a study requires human research ethics approval. Information sessions about

Forms and Guidelines

Links to all our forms and guidelines are posted at our website: http://www.uvic.ca/research/conduct/home/regapproval/humanethics/

Examples of Research Requiring Human Research Ethics Approval

- Conducting interviews, surveys, observations, autoethnography, oral histories, etc.
- Program evaluations and quality improvement for dissemination outside the university (e.g. publications, conferences etc.).
- Course-based assignments led by an instructor where students will conduct interviews, surveys or observations etc. for course credit.
- Recording research participants using photography, videos, audio tapes.
Accessing and using documents, databases, information collected originally for purposes other than research (e.g. Ministry of Health data, patient records, students’ records and report cards).
- Collecting human tissues (e.g. blood, urine, sweat, cells, fetuses, etc.) directly from participants and/or receiving human tissues from another researcher or lab.

What You Need to Know Before Completing Your Ethics Application Form

Policy
Under University Research Policy 1250, recruitment and data collection must not commence until ethics approval has been received. This policy applies to funded studies, unfunded studies and student projects within a course.

Transferring Research from another Institution
If your study has already received ethics approval at your former institution/university, you must still apply for UVic ethics approval. Approvals are currently institution-specific and are not transferable between institutions and their research ethics boards.

U.S. Funded Studies
In addition to Canadian regulations, UVic Research Ethics must also comply with the regulations of U.S. federal funders such as the National Institutes for Health.

Approval Period
All research projects are approved for a period of one year. Beyond one year, continuing projects will require the submission of annual renewals until data collection and recruitment have ceased. Research funding for the subsequent year(s) will not be released without an annual renewal (see section below).

Application Submissions
Currently, the majority of research ethics applications must be submitted via hard copies.

In some cases, an application for ethics approval may need additional permission or documentation from a school district, organization, or First Nations band before proceeding with the ethics application.

The time required for reviewing an ethics application depends on the type of application and the volume of applications we are processing at a given time.

Types of Ethics Approval and Processing Time

Application for Ethics Approval: Most new studies are approved through this process involving members of the Human Research Ethics Board. The approval process normally takes 4 to 6 weeks.

In-principle Ethics Approval for Funded Research: An interim human research ethics approval to permit the partial and limited release of research funds to support preparatory activities. Approval process normally takes 2 weeks.

Annual Renewal: Required to extend the ethics approval for recruitment and data collection. The renewal process normally takes 2 weeks.

Modification of an Approved Protocol: Changes to participants, procedures, instruments, consent, etc. to an approved protocol must be reviewed and approved. The approval process normally takes 2 weeks.

Course-based Ethics Application: Research conducted by students under the supervision of an instructor as part of a course requirement. The approval process normally takes 2 weeks.

Waiver Application from a Full Ethics Review: This is a special application that applies to limited categories of studies that involve anonymized data already obtained by another researcher, public documents, public observations, and data collected by a students’ supervisor.

UVic-VIHA (Vancouver Island Health Authority) Joint Ethics Application: If you are conducting minimal-risk research within the auspices of the Vancouver Island Health Authority (VIHA) with health authority patients, staff, health records, or in an organization which is under the jurisdiction of the health authority, you can apply for a joint review using the Joint UVic/VIHA Application for Ethics Approval. This form is also available on the UVic Ethics forms webpage.

Grant Monies
Awarded grant monies are not released until ethics approval has been given, except in special circumstances. Please contact Manager Research Finances and Budgets.
Contact: orsfince@uvic.ca or 250-721-8079 for more information about research grants and the relationship with research ethics.

If you are Supervising Graduate Students
Requiring Ethics Approval or May be Exempt from Ethics Review

- Have your students contact us right away if you or they are in any doubt as to whether their study needs ethics approval.
- Should ethics approval be required, graduate students need to provide their ethics approval certificate (or that of a professor’s whom they have worked under which contains the student’s name) to the department secretary and/or
Faculty of Graduate Studies to process the request for thesis or dissertation defence.

- Students whose thesis or dissertation may not need ethical approval should contact the ethics staff in case there is a need to document an exemption.
- As with your own research, it is important that the graduate students you supervise read through the Tri-Council Policy Statement and UVic Ethics Guidelines before preparing their ethics applications.

- Timing is important to graduate students who may have a small window in which to conduct their research.
- In some cases, students’ research may need additional permission or documentation from a school district, organization, or First Nations band before proceeding with the ethics application.
- Be sure to read the protocol with your student before submitting the application.
Animal Care

Visit our website at https://www.uvic.ca/research/conduct/home/regapproval/animalethics/index.php

Animal Care Unit and Aquatic Facility – Staff

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Our Services and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Director</td>
<td>Oversight of protocol development, training, veterinary care, Animal Care staff and facility operations</td>
</tr>
<tr>
<td><a href="mailto:acsvet@uvic.ca">acsvet@uvic.ca</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 250-853-3694</td>
<td></td>
</tr>
<tr>
<td>Aquatics Technicians</td>
<td>Operation of the Aquatic aspect of Animal Care Services</td>
</tr>
<tr>
<td><a href="mailto:acsfish1@uvic.ca">acsfish1@uvic.ca</a></td>
<td>Support for faculty and teaching needs in the Aquatic Facility</td>
</tr>
<tr>
<td><a href="mailto:acsfish2@uvic.ca">acsfish2@uvic.ca</a></td>
<td></td>
</tr>
<tr>
<td>Animal Health Technician Coordinator</td>
<td>Operation of the Lab Animal Health aspect of Animal Care Services</td>
</tr>
<tr>
<td><a href="mailto:acsaht@uvic.ca">acsaht@uvic.ca</a></td>
<td>Support for faculty and teaching needs in the Animal Facility</td>
</tr>
<tr>
<td>Phone: 250-853-3692</td>
<td></td>
</tr>
<tr>
<td>Registered Laboratory Animal Technician Coordinator</td>
<td>Operation of the Lab Animal Husbandry aspect of Animal Care Services</td>
</tr>
<tr>
<td><a href="mailto:acshouse@uvic.ca">acshouse@uvic.ca</a></td>
<td>Support for faculty and teaching needs in the Animal Facility</td>
</tr>
<tr>
<td>Phone: 250-853-3693</td>
<td></td>
</tr>
<tr>
<td>Animal Care Services Liaison</td>
<td>Office Administration</td>
</tr>
<tr>
<td><a href="mailto:acsc@uvic.ca">acsc@uvic.ca</a></td>
<td>Researcher Information</td>
</tr>
<tr>
<td>Phone: 250-853-3187</td>
<td>Animal Care Committee Support</td>
</tr>
<tr>
<td></td>
<td>Animal Care Applications</td>
</tr>
<tr>
<td>Dr. Perry Howard - Associate Professor</td>
<td>Depts. of Biology, Biochemistry and Microbiology</td>
</tr>
<tr>
<td>Dr. Caren Helbing – Professor</td>
<td>Department of Biochemistry &amp; Microbiology</td>
</tr>
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</table>

General Information

All research at the University involving animals, whether laboratory or field-based, must be peer-reviewed and receive approval from the Animal Care Committee (ACC). This approval is required both prior to, and throughout, the study period. The mandate of ACC is to ensure that all research with animals is conducted in accordance with the highest ethical and humane standards and that the animals, the public, the researchers, and the University are all protected from harm. University policies and procedures are designed to comply with the policies of the Canadian Council on Animal Care — http://www.ccac.ca/

Animal-based projects

If you are planning any research or teaching projects which use live vertebrate animals or cephalopods; please contact the Veterinary Director of Animal Care Services for information and support in your animal based projects. We will work with you through the process and provide advice and feedback. Contact: acsvet@uvic.ca or 250-853-3694.

Animal Care Services Liaison

If you have questions regarding the process of submitting an animal use application, please contact our support staff for assistance. Please contact the Animal Care Services Liaison at 250-853-3187 or acsc@uvic.ca
University Regulations for Research Involving Animals Policy and Terms of Reference


Process of Applications

The Animal Care Committee meets monthly from September to June.
http://www.uvic.ca/research/conduct/home/regapproval/animalethics/ for meeting dates and deadlines.

Application Forms

The PDF application form can be downloaded from:
http://www.uvic.ca/research/conduct/home/regapproval/animalethics/

Standard Operating Procedures (SOPs)

For listings of ACC approved SOPs please contact the Animal Care Services Liaison acsc@uvic.ca or 250-853-3187.

Per Diems Information

Current per diem rates:
http://www.uvic.ca/research/conduct/home/animalcare/index.php under “References and Forms”.
Contact: acsc@uvic.ca or 250-853-3187.
External Awards and Honours

Visit our website at
http://www.uvic.ca/research/conduct/home/awards/

External Awards and Honours – Staff

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Our Services and Responsibilities</th>
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<tbody>
<tr>
<td>External Awards Facilitator</td>
<td>External Awards:</td>
</tr>
<tr>
<td><a href="mailto:awardfac@uvic.ca">awardfac@uvic.ca</a></td>
<td>Liaises with Faculties and Departments; assists in writing and</td>
</tr>
<tr>
<td>Phone: 250-472-5408</td>
<td>coordinating external nomination packages; follows up on nomination</td>
</tr>
<tr>
<td></td>
<td>results with nominators and communications staff.</td>
</tr>
<tr>
<td></td>
<td>Internal Craigdarroch Research Awards:</td>
</tr>
<tr>
<td></td>
<td>Acts as secretary for Selection Committee; promotes awards across</td>
</tr>
<tr>
<td></td>
<td>campus and advises nominators on terms of reference; receives</td>
</tr>
<tr>
<td></td>
<td>nominations in all categories.</td>
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</table>

External Awards at UVic

To grow the culture and reputation of excellence at the University of Victoria, we are committed to celebrating the success of our faculty members. As such, within the Office of Vice-President Research is the dedicated position of Awards Facilitator.

The Facilitator consults with and provides support to Faculties and Departments to identify local, national, and international award opportunities for eligible candidates. At quarterly meetings, he brings these candidates’ names forward to the President’s Advisory Committee on External Academic Awards and Honours for their endorsement. This committee – comprised of ten members from across disciplines – also makes candidate recommendations to the Facilitator.

Please see Nomination deadlines for a database of local, national and international awards. If you would like to nominate a colleague or research team for an award, please notify the Facilitator for guidance, especially as some awards require institutional endorsement. As mentioned, the Facilitator may recommend that the President’s Advisory Committee on External Academic Awards and Honours review potential candidates’ CVs and other materials to assess their eligibility for a particular award.

Internal Awards at UVic

The University of Victoria also has its own internal celebration of research excellence – the Craigdarroch Research Awards. The Craigdarroch Research Awards, held each spring since 2003, welcomes nominations in five categories, including career achievement, research excellence, knowledge mobilization, artistic expression and innovation and entrepreneurship. The deadline for nominations is usually the end of January.

We encourage you to nominate eligible colleagues. For more information, please contact the Awards Facilitator, secretary for the Craigdarroch Research Awards Selection Committee.
Technology Solutions Centre

University Systems, in conjunction with Purchasing and Accounting, has created the Technology Solutions Centre (TSC). The purpose of the TSC is to provide institutional technology acquisition assistance to faculty and staff. The TSC is the first point of contact for all institutional technology acquisitions and all orders will be processed via web requisition (WebReq).

The TSC can be accessed directly online at [http://www.uvic.ca/tsc](http://www.uvic.ca/tsc), by calling local 3572, via email to tsc@uvic.ca, or by visiting Clearihue Building room C143. TSC services can also be accessed via the Computer Help Desk or Departmental Computing Support Team personnel.

Research Administration Information Systems (RAIS) Committee

The RAIS Committee provides a forum for functional discussion of what we need to do to improve web based information services in the Office of Research Services. The projects discussed by this group include the introduction of an integrated research information system and the updates and maintenance of the research services web site. The RAIS Committee is chaired by the AVPRO with members from the Office of Research Services, associated administrative units and faculty representatives. The RAIS Committee reports to the Administrative Services Operations Committee ASOC through the Associate Vice President Research Operations (AVPRO).