

**POLICY 7.17 – Establishment, Governance and Review of Core Research Facilities**

<b>Policy Category:</b>	Research
<b>Subject:</b>	Establishment, Governance and Review of Core Research Facilities
<b>Approving Authority:</b>	Board of Governors on recommendation of Senate
<b>Responsible Officer(s)</b>	Vice-President (Research)
<b>Responsible Office:</b>	Office of the Vice-President (Research)

**Related A. PURPOSE**

- 1.00 The University is committed to research excellence and innovation. The University's strengths as a research-intensive institution have derived, in good measure, from the efforts of individual scholars. With ever-increasing needs by scholars for expensive, complex, or specialized research infrastructure, there is a need to enhance the functionality of research facilities, to consider economies of scale, and to ensure a coordinated effort to maximise efficient use and impact within the University. As a result, the University is establishing Core Research Facilities and providing for their governance and review.

**B. DEFINITION AND SCOPE**

- 1.00 **Core Research Facility (CRF):** A unit within the institution that provides users with access to state-of-the-art research services, analyses, instruments, technology, expertise, resources, and/or training that are typically too expensive, complex, or specialized to be maintained by individual researchers. A CRF typically operates on a fee-for-service basis, supports multiple users, and is available to qualified users without any requirement for

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collaboration or co-authorship. A CRF is recognized and supported by the University, has a sustainability plan, and a clear governance and management structure. A CRF provides benefits such as financial savings through economies of scale, expert operators, training opportunities, and reduced duplication of services and effort within the institution.

- 2.00 This policy recognizes two types of CRF: (i) Faculty and (ii) Institutional. A Faculty Core Research Facility (FCRF) receives oversight and administration from a Faculty and/or Department. An Institutional Core Research Facility (ICRF) is primarily administered within its respective Faculty(s), while receiving additional oversight provided by the Office of the Vice-President (Research) through a structured governance framework. The formalized institutional oversight and assessment process can serve as a significant factor for external funding agencies when evaluating large-scale infrastructure proposals (e.g. Canadian Foundation for Innovation (CFI) Major Science Initiatives Fund, Innovation Fund). An ICRF may be defined by the scale and diversity of services it provides, the complexity of equipment, utilization that transcends disciplinary boundaries, or influence on a provincial, national, or international scale.

### **C. ESTABLISHMENT AND RENEWAL**

#### **1.00 Establishment of a Faculty Core Research Facility**

Proposals to establish an FCRF are submitted to the relevant Dean(s). The Dean will ensure that the proposed FCRF meets the requirements and is

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**Facilities.** Proposals will be reviewed by the Core Planning Group (CPG) to assess alignment with the definition and purpose of ICRFs. Proposals that are supported by the CPG will be forwarded to the Vice-President (Research) for approval. Establishment of an ICRF will be reported to the University Research Board (URB) and, through it, to Senate for information.

### **4.00 Terms and Renewal for an Institutional Core Research Facility**

The initial term shall normally not exceed five years. Upon application, additional terms, each normally not exceeding five years in duration, may be granted by the Vice-President (Research) in consultation with the CPG, and subject to the satisfactory review of performance and impact, alignment with the University's strategic research priorities, and the business model of the ICRF. Renewal or expiration of the term of an ICRF will be reported to the URB and, through it, to Senate for information.

## **D. GOVERNANCE AND REPORTING**

### **1.00 All CRFs**

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### **4.00 Advisory Board**

All CRFs are expected to incorporate expert advice to guide their activities. For ICRFs, this advisory process will be formalized through the formation of an Advisory Board, by the Director, as appropriate to the ICRF. The Advisory Board is chaired by the Director and its mandate is to advise on the overall direction and operations of the ICRF. It will meet at least once per year. The Advisory Board will receive an annual report from the Director on the status, progress, and immediate future plans of the ICRF.

## **E. REVIEW, RENEWALS, RESTRUCTURING OR DISSOLUTION**

### **1.00 Review of Institutional Core Research Facilities**

A renewal application for an ICRF is submitted to the Vice-President (Research) in accordance with the requirements enumerated in the [Procedures for the Establishment, Governance and Review of Institutional Core Research Facilities](#).

If the renewal deadline has been reached and no renewal application is forthcoming (and no extension has been approved), the Vice-President (Research), after consultation with the CPG, will inform the URB about the dissolution of the ICRF. Decommissioning of the ICRF may involve consultation with Institutional Planning and Budgeting, the Vice-President (Research), Faculties and other stakeholders as required.

ICRFs will be reviewed by the CPG in accordance with the [Procedures for the Establishment, Governance and Review of Institutional Core Research Facilities](#). The CPG will prepare a report for the Vice-President (Research) that summarizes the overall performance of the ICRF and Director and includes recommendations with respect to the renewal, restructuring or dissolution of the ICRF, renewal of the incumbent Director and comments about the proposed plan for a next term. After considering the information presented by the CPG, the Vice-President (Research) will decide whether to renew the ICRF (with specific recommendations to be implemented over the next term); dissolve the ICRF; or restructure the ICRF into an FCRF. If the ICRF is recommended for renewal, the Vice-President (Research) will also assess the details of the term for the Director.

### **2.00 Re-**



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the associated Faculty Dean. Such designation can be used to