Procedures for the Establishment of Research Facilities

I. Research Facility

The role of a research facility is to collect, develop, improve and manage a significant piece or collection of resources required for leading-edge research by several professors (normally more than two). The facility may include equipment, archives, samples or electronic resources, which must be at a provincial, national or international level of importance. The facility will also be employed for graduate or senior undergraduate research. A research facility may be aligned with a research centre or institute, but must have received independent approval for establishment and renewal.

II. Procedures for Establishing Research Facilities

Recognition and designation of a research facility follows review and approval, first by the faculty or faculties involved and then by the Research Commission. (After approval by the faculty or faculties, proposals for the creation of a research facility are to be submitted to the Vice-President, Research for transmission to the Research Commission.)

Proposals should address the following:

1. **Name of Research Facility**
2. **Description and Justification**

Identify the components of the research facility and, if dedicated space is required, the amount and type of space that exists and that is expected to be required in the next five years. Describe the clientele of the facility and the expected benefits beyond what would be available through individual laboratories, university libraries and other common resources.

3. **Structure and Management**

Describe the organizational structure and function; the operational plan; responsibilities and roles of administrators; relation to appropriate statutory committees (such as animal care and workplace safety); staff and technical assistants. The management structure of the facility should be restricted to a few individuals.

4. **Founding Members and Clientele**

List the administrators of the facility and their roles, and provide résumés for those individuals. List the members of relevant user and any other committees. Provide a list of current users, their anticipated usage of the facility over the next five years, and criteria for access to the facility.

5. **Visibility**
Present an action plan for rapidly achieving global visibility for the facility. This plan could include a Web page, advertising, conferences and so on. Making the facility more visible should also enhance the stature of the University of Ottawa.

6. Budget

Provide a detailed budget plan for the first five years of operation, including income expected from different sources (specifying any user fees or contracts, for example), as well as anticipated expenditures. If funds are requested from the budget of the University, provide a statement as to how the facility falls within the University’s priorities of the Strategic Areas of Development of the University of Ottawa.

7. Letters of Commitment

Document all commitments to provide space, administrative support (such as personnel and stipends, subject to approval by the Administrative Committee), teaching relief, maintenance, library resources and so forth. These documents must be signed by those authorized to make such commitments. In the absence of these statements, it will be assumed that there are no such requirements, commitments or agreements.

8. Reporting Mechanism

Identify whoever will be responsible for submitting an annual report to the Vice-President, Research and for sending copies to the deans of the participating faculties. The contents and format of the annual report are described in the document Guidelines for the Review of Research Centres, Institutes and Facilities. The Research Commission will review the report. Facilities will be assessed more thoroughly every seven years.

9. Sunset Clause

Include a protocol for closing the facility, in the event such action is required.

10. Letters of Approval

Provide letters of approval for the proposal from the deans of each of the participating faculties and from the relevant statutory committees.

Approved by the Executive Committee of the Senate on March 24, 2003.