

Policy Statement

Policy Name	Research Administration		
Policy #	I.02	Category	Research
Approving Jurisdiction	Board of Governors	Replaces	2018-07-01
Administrative Responsibility	VP, Research	Version	2025-07-01
		Next Review Date	TBD

See the related **PROCEDURES** (link to be added when posted)

PURPOSE

The purpose of this policy and its procedures is to create an environment that supports best research practices at Aurora College by meeting the requirements set out in the *Tri-Agency Framework: Responsible Conduct of Research (current edition)*.

SCOPE AND LIMITS

This policy applies to all individuals affiliated with Aurora College, including Aurora College staff¹, students, and affiliates who engage in research via their association with Aurora College.

Academic program development, academic program evaluation, and quality improvement does not fall within the scope of this policy.

POLICY STATEMENT

Research is a critical function of post-secondary institutions that leads to discovery and innovation. Aurora College recognizes the importance of maintaining the highest possible standards in the conduct of research by providing clear procedural guidelines for research. The college maintains auditable fiscal records of research funding awarded to Aurora College and by the college to staff and students.

Aurora College will:

1. Maintain the highest possible standards of honesty, fairness, trust, accountability, and openness in the conduct of all research done by Aurora College staff, students, and affiliates.

¹ Staff includes instructional and non-instructional staff, as per the *Aurora College Act*.

2. Clearly communicate the administrative and financial procedures, responsibilities, and standards that all Aurora College staff, students, and affiliates who are engaged in research are required to meet.
3. Follow the FAIR (findable, accessible, interoperable, and reusable) guiding principles for research data management.
4. Adhere to research security guidelines, in accordance with current Tri-Agency policies and procedures.
5. Treat research outside the college, by staff and students, as activities/duties/role under the outside activity requests internal process.

Definitions

Affiliate: A person who is officially attached or connected to Aurora College. Affiliates may include Research Associates, emeritus staff, research partners, and members of organizations with a formalized Board of Record Agreement with the College.

Research: An undertaking intended to extend or create knowledge through a disciplined inquiry or systematic investigation.

Note: Studies carried out to assess, manage, improve, or develop programs or services for Aurora College are not considered research; non-research includes quality assurance and improvement studies, program evaluation studies, usability studies, and organizational effectiveness studies, unless those activities are associated with research activities receiving extramural funding.

Research Associate: An individual whose appointment as an adjunct staff member enhances the intellectual life of Aurora College and whose skills and expertise advance the College's mission and mandate. Research Associates (RAs) are appointed on a limited term academic appointment and therefore are not employed by Aurora College. Appointment as an RA carries no remuneration and has no teaching duties. (see I.07 Research Associate Program Policy)

RELATED POLICIES / PROCEDURES / DOCUMENTS

- F.04 Conflict of Interest Policy
- H.02 Use of Property Policy
- I.03 Integrity in Research Policy
- J.03 Financial and Administration Policies Policy
- I.07 Research Associate Program Policy
- I.10 Research Data Management Policy
- I.02.1 Research Administration Procedure

Other documents:

Tri-Agency Framework: Responsible Conduct of Research (current edition)

Tri-Agency Guidance on Research Security (current edition)

Tri-Agency Guide on Financial Administration (current edition)

Government of the Northwest Territories Financial Administration Manual

Government of the Northwest Territories Human Resource Manual

Outside Activity / Employment Request for Approval form

Outside Activity Requests – Internal Process

DOCUMENT HISTORY

Date	Update
2011-01-17	New policy issued. Board of Governors Motion BG#04-2011 Planned implementation July 1, 2011
2011-04-07	Policy revised and new format approved and implemented. Board of Governors Motion BG#17-2011 Planned implementation July 1, 2011
2011-06	Implementation date rescinded by Board of Governors fax poll pending legal review and approval of policies I.03 and I.06.
2013-06-11	Implementation date approved by Board of Governors. Policy and Programs Committee Motion #PP09-2013 Board of Governors Motion #BG13-2013 Implemented July 1, 2013
2014-12-15	Released with finalized pdf fillable Aurora College Research Application.
2018-06-08	Policy revised. Approved by the Public Administrator Ref.#Admin-24-2018 Implemented July 1, 2018
2025-06-26	Policy revised. Board of Governors Motion #BG04-June-2025 Implemented July 1, 2025