Access to Georgian College Resources for Research
AD-016

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Director, Research and Innovation	Mira Ray	
Policy Holder	**Print Name**	**Date (10/07/2020)**

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Advising Body	**Date Consulted**

Executive Director, Research Innovation and Entrepreneurship	Jamie Doran	
Approver	**Print Name**	**Date (10/07/2020)**

Purpose

The purpose of this policy is to provide researchers with appropriate access to Georgian College resources for research purposes, and to ensure oversight of research projects such that they do not cause an unreasonable burden on Georgian College employees, students or resources.

Scope

This policy affects researchers, both internal and external to Georgian College, wishing to conduct research involving Georgian College students or employees, or wishing to use the Georgian College name, resources or facilities to conduct research. This policy does not apply to quality assurance surveys administered by Georgian College's Strategic Planning, Accountability and Institutional Research department, such as Key Performance Indicator and Student Feedback surveys. It is also to be distinguished from the policy governing research ethics (AD-014: Responsible Practice and Ethics Review in Research). The procedure to seek approval for access to Georgian College Resources for Research is separate and distinct from the procedure to obtain research ethics approval from the Georgian College Research Ethics Board.

Definitions

Word/Term	Definition
Georgian College Research Ethics Board (GCREB)	The Georgian College Research Ethics Board (GCREB) serves to approve the ethical integrity of proposed or ongoing research involving human participants that is conducted within, or by members of, Georgian College. International consensus and the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC), or 'the Agencies', require that a duly constituted and functioning independent committee review and approve all research projects involving human participants before the first potential research participant is invited to participate. Independent review reinforces the ethical standards that the researcher and institution strive to meet. The GCREB is composed of Georgian College employees and community members knowledgeable in research content and methodology, ethics and law.
Manager	The Administrator directly responsible for the resources requested in the RPARR.
Principal Investigator (PI)	*"The researcher who is responsible for the ethical conduct of the research, and for the actions of any member of the research team at a local site"* (Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018), Glossary).

	For multi-site studies, there must be a "*Lead principal investigator – The designated principal investigator who is responsible for the ethical conduct of the study for all sites*" ([Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018), Glossary](#)). For student research (e.g., for course-based research), the faculty member supervising the research serves as the study's Principal Investigator.
Request for Permission for Access to Resources for Research (RPARR)	A form that must be completed by the PI, and approved by all appropriate managers, prior to commencing all research activities. The completed form outlines an agreement between the PI and the appropriate managers that describes the resources required for a research project, and identifies criteria related to access (e.g., expected timelines).
Researcher	Person who undertakes a project "*intended to extend knowledge through a disciplined inquiry and/or systematic investigation*" ([Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018), Glossary](#)). Also known as "investigator". See also "Principal Investigator (PI)".
Resources	For the purpose of this policy, resources include both target populations and Georgian College employee support and property beyond the Researcher's normal entitlement. Normal entitlements may include staff-assigned computers and software, printing privileges and access to library databases. Examples of resources beyond normal entitlement may include, but are not limited to, access to specialized spaces, software or equipment, access to college information for research purposes, or use of staff time over and above normal duties.
Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS or the Policy)	"*The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS or the Policy) is a joint policy of Canada's three federal research agencies – the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC), or "the Agencies."* *This Policy expresses the Agencies' continuing commitment to the people of Canada to promote the ethical conduct of research involving humans. It has been informed, in part, by leading international ethics*

norms, all of which may help, in some measure, to guide Canadian researchers, in Canada and abroad, in the conduct of research involving humans" ([Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018)](#)).

Responsibility

- The **Principal Investigator (PI)** is responsible for:
  - consulting with the staff member(s), e.g. faculty member(s) and/or technologist(s), responsible for the requested resources, as relevant, prior to submitting the Request for Permission for Access to Resources for Research (RPARR) form;
  - completing and submitting the RPARR form to the appropriate manager(s) for the resources required for the research; and
  - obtaining the required permission signatures on the RPARR form (before seeking research ethics approval, if required).
- The **Manager** is responsible for:
  - providing or not providing permission as requested in the RPARR form based on the manager's assessment of resource burden;
  - consulting other managers, as needed, to inform their decision and escalating decision-making to the appropriate manager when warranted; and
  - providing an administrative decision regarding access to requested resources and forwarding their completed and signed RPARR to the Director, Institutional Research within five business days of receipt.
- The **Director, Institutional Research** is responsible for:
  - determining the effects of the proposed research on other research occurring at, or being conducted by, Georgian College, and suggesting how negative effects, if any, might be mitigated (e.g., by modifying recruitment dates or methods); and
  - providing an administrative decision regarding access to requested resources and communicating the final decision to the PI by forwarding the completed and signed RPARR within five business days of receipt.

Policy

1.1 Research and scholarship activities are strategic priorities at Georgian College, and therefore permission to do research at Georgian College will not be unreasonably withheld.

1.2 Research being done at or on behalf of Georgian College ought not to conflict with the strategic objectives or core business of the college.

1.3 Permission must be obtained from all appropriate manager(s) for access to the resource(s) required for the research.

1.4 Use of class time for research projects that are not part of the curriculum must not disrupt instructional or assessment activities and generally should not take more than fifteen minutes of class time. Exceptions may be made if the Dean or Associate Dean considers the research to be of particular academic benefit. Regardless of any other permission that is granted, professors retain ultimate control over their classroom environment and activities and may refuse to permit the use of their class time.

1.5 The number of projects involving particular Georgian College resources will be limited at the discretion of the Director, Institutional Research so as not to cause undue burden. If the Director, Institutional Research identifies potential for undue burden, efforts should be made by the Director, Institutional Research and the PI collaboratively to identify alternative solutions that enable the research to proceed.

1.6 If research ethics approval is required, permission to access Georgian College resources for research purposes shall be obtained before researchers apply to the Georgian College Research Ethics Board (GCREB) for ethics approval.

1.7 All research activities that require college resources require RPARR approval, even if the research activities are exempt from GCREB review.

Procedures

ACCESS TO GEORGIAN COLLEGE RESOURCES FOR RESEARCH PURPOSES

2.1 The Principal Investigator (PI) consults with the staff responsible for the requested resources, e.g. faculty members and/or technologists, as relevant.

2.2 The PI submits their completed Request for Permission for Access to Resources for Research (RPARR) to the appropriate Manager(s). The RPARR can be found on the GCREB website.

2.3 The Manager reviews the request (as per the Responsibility section, above), completes the appropriate sections of the RPARR and forwards the signed document to the Director, Institutional Research for final administrative permission.

2.4 The Director, Institutional Research (as per the Responsibility section, above), completes the appropriate sections of the RPARR and returns the signed form to the PI, and sends a copy to Research and Innovation.

2.5 If ethics review is required, the PI will attach the completed and signed RPARR to their application for ethics approval.

Related Materials

Request for Permission for Access to Resources for Research (RPARR)
AD-014: Responsible Practice and Ethics Review in Research
AD-015: Research Integrity