### Definitions of the Partners’ (P) Roles

Partners are the proactive liaison officers between the VPRI Portfolio and Colleges/Faculties/Departments. Housed within the academic units, they are the primary contact for senior academic leadership and researchers about anything research-related. Their role varies in each area of services as described below.

a) Advising (Adv): Identify areas for improving effectiveness and efficiency of services; communicate and collaborate with VPRI to improve the research administration continuum. Assist faculties/departments in creating priorities to ensure alignment with the institution’s research goals and strategic needs.

b) Delivering (Del): Provide hands-on assistance in offering direct services to researchers as required.

c) Navigating (Nav): Help researchers navigate and understand the system relating to research and innovation. Act as a liaison between faculties/departments and VPRI portfolio and is accountable for the dissemination of all pertinent information.

d) Resolving (Res): Proactively identifies potential issues and implements creative, client focused solutions wherever possible.

e) Training (Tra): Identify areas of education opportunities and professional development, engage with experts from COEs, coordinate (and potentially deliver) training sessions.

### Planning Services

**Institutional Strategy (P: Adv, Nav)**

- **Strategic Planning**: High level vision-setting ad needs assessment for the research and innovation mission overall.
- **Policy Development**: Maintain a current and effective policy framework.

**Research Recognition Awards (P: Adv, Del, Nav)**

Working with academic units, providing institutional coordination and input for researcher recognition through internal and external award nominations (Kilam, CRC etc.).

**Provincial, National and International Connections (P: Adv, Nav)**

Foster, monitor and maintain interdisciplinary research and innovation relationships (i.e., Helmholtz, WUN, WEUN, individual institutions, etc.) and engage with stakeholders that may contribute to any research activities.

**Post Doctoral Fellows (P: Adv, Nav, Tra)**

Provide resources to develop support services and foster postdocs’ research training and professional development to help prepare them for the next step in their careers; serve as a liaison between postdocs, faculty, administration.

**Research Training and Professional Development (P: Adv, Del, Nav, Tra)**

Develop and deliver training to meet the emerging needs in all sectors that are relevant to research.

### Pre-Award Services

**Promotion of Research Funding Opportunities (P: Adv, Del, Nav)**

Gather and maintain information database; targeted promotion of relevant funding opportunities; ensure dissemination of funding opportunities in related events.

**Research Application/Proposal Development (P: Adv, Nav, Res)**

Create and deliver institution wide application development support (including major grants); provide direct assistance with the goal of increasing the number of applications as well as the success rate.

**Research Application/Proposal Pre-Submission (P: Adv, Nav)**

Ensure proposals have addressed specialized (eg infrastructure, advanced research computing), regulatory (eg Health Canada) and institutional requirements [eg compliance with UAPPOL policies] & funder requirements.

### Post-Award Services

**Ethics Certification (P: Adv, Nav, Res, Tra)**

Deliver integrated, effective, and efficient ethics certifications with oversight for the full range of university research involving human participants or animals; create and maintain institutional compliance programs that are consistent with external requirements and supports the responsible conduct of research and scientific integrity.

**Research-related and IP-related Contracts (P: Adv, Nav, Res)**

Review and negotiate research contracts and agreements to ensure compliance with university’s policies and researcher’s needs, liaise and consult with internal stakeholders as needed.

**Institutional Programs (such as CFI, JELF, WED etc.) (P: Adv, Del, Nav, Res)**

Manage clinical trial applications, amendments and notifications to Health Canada, Division 5 certification; provide data management, regulatory training, clinical trial monitoring and assistance if required.

**Fund Management (P: Adv, Nav, Res)**

Administer research funds based on deliverables and timelines as set out by sponsors, researchers and other stakeholders; responsible for providing financial reporting, quality assurance, and collections.

**Project Management Advisory Support (P: Adv, Del, Res)**

Act as the primary point of contact for any research policy or administration-related queries and requests during the entire lifecycle of a research project; may provide hands-on project management assistance if required.

**Clinical Trial Regulatory Support (P: Nav, Tra)**

Clinical Trial Management Support (P: Adv, Del, Nav, Res)

Advises in the overall coordination and conduct of clinical trials. **Technology Protection and Transfer (P: Adv, Del, Nav, Res, Tra)**

Responsible for protection, licensing and commercialization of university-related IP per UAPPOL’s Patent Policy and collective agreements and to meet researchers’ need.