

Office of the Vice President, Research and Innovation (OVPRI)

Guidelines for the Operation of Research Centres and Institutes

The University grants the designation of “research centre” or “research institute” when the guidelines outlined in the present document are followed.

Equity, diversity, and inclusion and provides equal opportunity for everyone.

The governance, membership and activities of research centres and institutes should be geared towards the principle of equity, diversity, and inclusion

1. Official designation of

1.2 Research institute

A research institute is an interdisciplinary, multi-faculty unit whose main purpose is to foster research excellence through its activities and support knowledge mobilization activities, while engaging in educational activities (e.g. development and implementation of interdisciplinary study programs, professional development programs, internship opportunities, courses).

The official designation of a research institute must first be approved by the faculty or faculties involved, and subsequently by the University's Research Commission. The OVPRI is responsible for final approval.

2. Creation of a research centre or institute

Through a call for expression of interest, the Office of the Vice President, Research and Innovation (OVPRI) invites interdisciplinary, multi-faculty teams of researchers to submit a letter of intent if they wish to establish a research centre or institute as designated by the University and to receive annual OVPRI funding.

The letter of intent must be submitted to the deans of the concerned faculties and to the Office of the Vice President, Research and Innovation (OVPRI). If the letter is approved by the participating faculties and then by members of the Research Commission, the research team is invited to submit a

the response is positive, the AVPRPD initiates the process in accordance with the Instructions for the Reappointment of a Research Centre or Institute Director (Appendix B).

5. Reporting evaluation and closing guidelines

5.1 Activity report

The director of the research centre or institute must submit an activity report once every two years in the format provided by the Office of the Vice President, Research and Innovation (OVPRI). The OVPRI notifies directors of the deadline for the submission of the activity report.

5.2 Evaluation of a centre or an institute

A center or institute may be subject to an external evaluation at the request of the deans or the OVPRI, regardless of the number of years it has existed. The evaluation process is determined by the OVPRI in collaboration with the deans of the participating faculties. The evaluation is based in particular on the strategic plans and centres and institutes' activity reports

5.3 Guidelines for closing a centre or an institute

A closure process can be initiated by the OVPRI when a research centre or institute no longer aligns with the strategic research priorities of the University or when the activity reports of the centre or institute no longer meet the excellence criteria: research excellence (innovation), interdisciplinarity, development of partnerships and grant applications for large projects, training and mentoring quality and added value, and organization of knowledge mobilization activities. In some cases, the closure process may be preceded by an external evaluation.

Appendix A. Instructions for the appointment of a research centre or institute director

1. Candidate solicitation

- Ability to develop and implement a vision and strategic plan for the research centre or institute
- Experience in managing groups of comparable (size/asset)
- The selection committee may interview shortlisted candidates if the members wish to do so

4. Consultation

Following the selection of the candidate, the AVPRP seeks the opinion of current members of the research centre or institute in confidence regarding the candidate's potential appointment.

5. Recommendation

The selection committee recommends a candidate for the position of director of the centre or institute. The recommendation must be approved by the vice-president, research and innovation (VPRI)

Once the recommendation has been approved, the VPR or the latter's delegate conveys the decision to all members of the research centre or institute as well as the relevant deans of faculties that provide financial or in-kind support for the research centre or institute.

⁶ An updated list of the research centre or institute members (uOttawa regular professors) must be provided to the OVPR

