

Canadore College  
Applied Research Policy Framework

## Applied Research Mission Statement

The College will engage in applied research in order to contribute to the economic development of the province and the region and to encourage the academic growth of faculty, staff, and students. The College will develop and support applied research activity by Canadore College's faculty, staff, and students; provide applied research opportunities and support services to the College's research clusters as determined by the Academic Strategy Framework; facilitate partnerships and alliances to promote applied research activities with other institutions.

# Research Ethics Policy

## 1. SCOPE

### 1.1 Authority

This policy is issued under the authority of the Board of Governors.

### 1.2 Application

This policy applies to all Departments within Canadore College.

## 2. PURPOSE AND PRINCIPLES

To establish clear and defined guidelines for those wishing to undertake research, ensuring that any research done outside the routine assignments of the classroom at Canadore College meets a high standard in responsible practice and ethics.

The growth of information as a resource has been well documented, and the place that post-secondary institutions have occupied as providers of information is widely known. The need to define research in a way that results in high quality information for the end user is the latest goal in our information-driven society.

In creating this document, research is understood to be any or all of the following:

- The systematic and objective process of generating information outside the routine operations of the college;
- Performance of clinical trials;
- Dissemination of technical advice;
- Development of prototypes;
- Collecting and analyzing data;
- Linking collected data to established theories; and
- Theorizing relationships within collected data.

Research ethics and responsible practice guide this process and inform the researcher as to the most appropriate research design, use of resources, intellectual property, and professional conduct.

This practice applies to all research done by college staff, students, and community for research projects outside their regular work or class assignment. All college-based research involving human participants--whether funded or un-funded, faculty, support staff or student, regular or administrative, commercial, or consultative--is subject to the review process.

The individual professors are responsible for their students' research assignments for course or program completion. Ethical review is required only if the research is being done for the college or using college staff or students as subjects.

There may be external organizations that are required for projects in a particular discipline. External organizations wishing to conduct a study or use information involving College students or staff, must be approved by College senior management prior to submitting an application to the Research Ethics Board.

The College believes that researchers must respect the safety, welfare, and dignity of human participants in their research and treat them equally and fairly, and not only as a means to an end.

The College values the academic freedom of its researchers, and the review process should not be used unfairly to censor researchers who support unorthodox views. However, academic freedom is complemented by the requirement to respect the rights of human participants.

## **2.1 Applicable Research Projects**

All research that is associated with Canadore College, including that conducted by external organizations or individuals, will be subject to the policies and procedures described within this paper. These include but are not limited to those research projects where:

- The College's name is used in the contract bid or proposal to an outside agency, which includes private businesses, individuals, or any government;
- The College sponsors the research through professor classroom release time, sabbatical (study leave), or direct funding;
- The College allows the use of its facilities and resources, including College employees, the Research and Development employees, photocopying machines, and other College services or resources, and where the College administers a grant from an outside agency or individual (private or government);
- Data is formally collected, through whatever means or methods, from College students, faculty, administration, support staff, or other member of the College

community, or from any database containing information about the aforementioned groups;

- Staff are planning to use Canadore College resources for research for theses or graduate courses; and
- The research--involves human participants or animal subjects.

Any research project associated with the College that seeks funding must receive approval from a Research Ethics Board before any funding may be disbursed. The written approval of a Research Ethics Board must accompany all funding applications.

The following activities are excluded from this policy:

- Regular data flow through such departments as the Office of the Registrar and Human Resources;
- Small departmental or faculty projects that do not require participants or resources from outside that department and are approved by the Director of Program. Some examples would include class data related to marks or attrition;
- Mandated provincial projects where the College has no control over design or method (e.g. Key Performance Indicators survey process); and
- Small external projects scanning surveys and simple tabulations and summaries (not related to College staff or students) for an external organization.

## **2.2 Research on Human Subjects**

A research investigation that involves human participants should be designed to take into account the perspective of the participants. Human participants should be clearly, fairly, and fully informed of the procedures, foreseeable risks, and potential benefits. Their decision to participate should be fully and absolutely voluntary. The risks, if any, should never be excessively harmful, and the risk-to-benefit ratio should be taken into consideration when proposing the research.

Participants' confidentiality should be fully protected, unless this right is expressly waived (or unless disclosure is required by law). Honest communication with participants is important throughout the research project. Research design should be especially sensitive to ethical issues when the research involves special populations (such as indigenous peoples, children, the elderly, ward clients, students in one's own courses, medical patients, prisoners) as well as when it involves risky procedures, deception, or withholding of information.

Survey research should include precautions to ensure privacy, etc. as in other research. Pilot or preliminary research should be conducted with the same ethical safeguards as other research, although greater flexibility may be provided in relation to reporting of minor changes to the review committee.

## **2.3 Guidelines**

### **2.3.1 The Ethical Review Application Process**

Canadore College encourages research as a means of contributing to knowledge. The college gains indirectly by raising its image to potential students and well qualified staff.

A Research Ethics Board has been recommended as part of this ethics policy. Until such time that Canadore College has enough research applications to make an autonomous ethics board practical, Nipissing University has agreed to allow their Research Ethics Board to scan prospective research at Canadore College.

The College will benefit from this agreement in that it will gain from Nipissing's expertise in assessing research.

Nipissing University's ethics policy has been drafted to reflect the Tri-Council policy on ethics and the expectations of the University Ethics Board do not differ from the expectations of Canadore College's Ethics Policy.

The concept of an independent review committee can be addressed in the future as needed.

# Intellectual Property Policy

## 1. SCOPE

### 1.1 Authority

This policy is issued under the authority of the Board of Governors.

### 1.2 Application

This policy applies to all Departments within Canadore College.

## 2. PURPOSE AND PRINCIPLES

The purpose of this policy is to clarify the rights and responsibilities of the College, its faculty, staff and students with regard to Intellectual Property using the following principles:

- Canadore College seeks to encourage an environment where teaching and learning flourish and where the development of values is supported;
- Achieve an equitable balance between the rights of the creators of Intellectual Property and the interests of the College;
- Operate within the existing employer-employee collective agreements, within Canadian Copyright laws and within accepted research policies (tri-council policy, institutional ethics policy); and
- Recognize Intellectual Property rights students have to the work that they create.

### 2.1 **Definition**

Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce.

Intellectual property is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and those of broadcasters in their radio and television programs.

### 2.2 **Guidelines for issues of intellectual property**

The College does not claim ownership of work that was not assigned work and did not make significant use of the College's resources.

### **2.2.1 Ownership of Work**

As an employer, the College can claim ownership of Intellectual Property created by employees in the execution of their normal, assigned administrative and professional duties such as:

- Administrative materials;
- Curriculum support materials;
- Teaching support materials;
- Instructional by-products;
- Teaching/learning resources produced on assignment; and
- Professional, technical and artistic work produced on assignment.

The College acknowledges ownership of the following Intellectual Property created by employees using their own time and where an extensive use of college facilities are not used in the creation or reproduction of the works:

- Teaching/learning resources;
- Professional, technical and artistic works;
- Personal works; and
- Works produced on sabbatical leave where the prime purpose of the sabbatical leave was not to create these materials.

### **2.2.2 Moral rights**

Moral rights differ from copyright in that copyright reflects economic rights and moral rights reflect personal rights. Often the author of Intellectual Property is automatically the copyright owner of the work, however, in the case of employees the employer may have claim to the work.

Therefore:

In an instance when a college owns the copyright to Intellectual Property, the College will ensure that the creators name is associated with the work.

If revisions or updates are required, the College will first ask the original author to undertake the tasks. If they are not willing or able to do so, the College reserves the right to assign the tasks to others.

### **2.2.3 Share of Royalties**

Property for which the College claims ownership or part ownership is subject to a revenue sharing agreement between the College and the creator. The shares will be based on development costs, cost of sales and revenue estimates.

*The percentage shares will be negotiated on a case by case basis.*

### **2.2.4 Transfer of Ownership**

At the creators request, the College will agree to transfer ownership of work to the creator if:

- the College does not wish to be involved in the commercialization of the work; and
- the College does not make progress toward the commercialization of the work within 18 months.

In the case that the College does transfer its ownership in a work to the creators of that work:

- The creators will grant the College non-exclusive license to continue to use the work within the College;
- The College may, at its discretion, require that Canadore's name be removed from the work; and
- The distribution of royalties between the College and the creators will remain the same unless modified by a separate agreement.

### **2.2.5 Ownership of Student Works**

Students own copyright to the materials they produce. Ownership of students work will always remain with the student unless the student received compensation as an employee for the creation of the work.

### **2.2.6 Ownership of Works made for Hire**

Materials created for the College by individuals who are not employees are subject to separate signed contracts.

### **2.2.7 Ownership of Recordings**

Audio and video recordings of classroom proceedings are defined as instructional by-products. As such these recordings are copyrighted property of the College.

### **2.2.8 Use of College Resources**

Typically, the “extensive use of College resources” is defined as the cumulative use of facilities, equipment and human resources for a particular work that would cost the creator more than \$1,000 if purchased. It does not include the casual, normal or incidental use of facilities such as the library, office space, studios, lab, and desktop computers available to all employees and students.