

FINANCIAL MANAGEMENT OF APPLIED RESEARCH PROJECTS

Section: Academic/Student (AC)

Subject: Applied Research

Legislation:

Effective: January 30, 2007

Revision: September 1, 2016 (reformatted); March 2, 2022

APPROVED: _____**President and CEO****POLICY**

The policy of the Board of Governors is to contribute to economic development by providing applied research and development, technology transfer and pre-commercialization services to industry customers and partners in areas of institute expertise.

PROCEDURE**DEFINITIONS****Applied research agreements**

Contracts made between SAIT and another party in support of applied research at SAIT, and may be the result of utilizing SAIT's facilities, funds or resources (excluding SAIT's library e-resources). These contracts include but are not limited to non-disclosure agreements, confidentiality agreements, revenue sharing agreements, technology disclosure agreements and applied research service agreements. Templates for these agreements can be found by contacting the Business Services Unit of the Corporate Development, Applied Research and Innovation (CDARI) division.

Applied research and development

Activities that move concepts from the theoretical, conceptual stage towards practical application which may lead to

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commercialization. Activities will usually include proof of concept, prototype development, testing and validation.

Applied research fund

The funds available at SAIT for investment in SAIT’s applied research and innovation projects and initiatives.

Host school/department

The school/department to which an applied research project is assigned.

Pre-commercialization

Activities associated with pre-competitive development, where the technical feasibility of the product or process has already been established and it can be demonstrated that the product or process could reasonably be expected to work and be successful in the marketplace.

Principal investigator

The lead investigator completing the research.

Technology transfer

The transfer of intellectual property which includes ideas, information, methods, procedures, techniques, tools, or technology from the developers to potential users.

PROCEDURE

1. The Applied Research and Innovation Services (ARIS) department shall ensure compliance with project reporting requirements of funding bodies internal and external to SAIT. All individuals involved in applied research projects at SAIT shall be responsible for understanding and complying with SAIT’s procedures relating to applied research and shall follow procedures [FN.11.1 Expenses](#) and [FN.11.3 Hosting Expenses](#).
2. ARIS shall provide support to all SAIT schools/departments, employees and students in the creation of applied research proposals and work plans, including cash flow projections and budgets.
3. Once a project is approved for funding, CDARI Business Operations is responsible for setting up the project code (FOAPAL). The project budget then becomes part of the budget of either the host school/department or the school/department in which the principal investigator is located. Financial management of the project is the responsibility of the principal investigator, the host school/department and ARIS. Ultimate accountability for the project’s budget lies with the director of ARIS or designate.

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4. ARIS shall work closely with the Business Services unit of the CDARI Division and the principal investigator to ensure that all project revenues and expenses are accurately tracked and recorded and that the project complies with funding body reporting requirements.
5. During the course of the annual budgeting process, ARIS will submit a proposal for Board of Governors approval, to request the assignment of funds, including any surpluses from applied research projects to an applied research fund.
6. As a leader in applied research and innovation, SAIT has created an applied research fund. The purpose of the fund is to promote innovation, inquiry and technology development by financially supporting projects as approved by the Peer Review Panel [AC.4.1.3 Peer Review Panel](#).
7. ARIS will retain copies of all documents relating to an applied research project for the period specified by the funding body and in compliance with all relevant legislative and regulatory requirements.
8. ARIS has created a detailed departmental process for processing and managing applied research projects. This process, which shall be followed by those involved in applied research projects at SAIT, is available by contacting ARIS. This process may be reviewed and amended, from time to time, by the director of ARIS or designate and by the CDARI Business Operations unit.
9. For signing authorities for applied research agreements, refer to procedure [FN.12.1.1 Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements](#).
10. The above signatories are authorized to execute applied research agreements to which SAIT is a party. Any such agreement so executed shall be legally binding on the Board and SAIT without any further authorization or formality.

POLICY/PROCEDURE REFERENCE

AC.4.1	Applied Research Services policy
AC.4.1.1	Applied Research Services procedure
AC.4.1.3	Peer Review Panel procedure

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