

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 and development

Activities that move concepts from the theoretical, conceptual stage to the commercialization stage, usually by engaging in proof of concept, prototype development, testing and validation activities.

Applied research fund

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

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.

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Technology transfer

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

PROCEDURE**A. Mandate of the Peer Review Panel**

1. The Peer Review Panel shall review all applied research project proposals pursuant to the evaluation criteria referenced below. The Peer Review Panel shall also determine the level of funding from the applied research fund that it deems appropriate for the project.

B. Evaluation Criteria

1. The Peer Review Panel shall assess the desirability of applied research project proposals against the following criteria:
 - a) Aligns with the key components of SAIT's strategic plan.
 - b) Aligns with SAIT's applied research capabilities and with procedure [AC.4.2.2 Research Code of Conduct](#).
 - c) Does not involve any risk that cannot be mitigated in relation to personal safety, insurance, or legal-related issues relevant to the needs of business, industry and external organizations.
 - d) Builds relationships and fosters collaborative innovation efforts between faculty, students and industry.
 - e) Enhances the experience of students at SAIT.
 - f) Provides direct benefits to SAIT in supporting increased research activity and research infrastructure.
 - g) Draws requested funding from external sources and encourages and provides substantial capacity and growth in areas of applied research at SAIT.

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C. Terms of Reference

1. The SAIT Peer Review Panel shall:
 - a) Ensure evaluation criteria remain current and consistent with SAIT's vision and mandate as they relate to applied research.
 - b) Approve, reject or propose modifications to any applied research project proposal submitted.
 - c) Approve, reject or propose modifications to the level of funding requested from the applied research fund.
 - d) Conduct objective face-to-face reviews, where deemed appropriate, and provide timely responses to all applied research project proposal applications.
 - e) Render a decision no more than 45 days from the receipt of a properly completed application.
 - f) Provide the principal investigator with the reasons for decision in a situation where it rejects an applied research project proposal.
 - g) Forward one copy of each applied research project proposal it reviews to the Applied Research and Innovation Services (ARIS) department, for record-keeping purposes. Copies of all reviewed project proposals to be kept on the server accessible by the Review Panel.

D. Membership

1. The SAIT Peer Review Panel shall consist of a dean-appointed representative from every school/department, the director of ARIS or designate and a representative from the Finance department.
2. The director of ARIS or designate shall be the chair of the Peer Review Panel. The director will not vote on project proposals, except where necessary to break a tied vote.
3. Peer Review Panel meetings will occur monthly, with the annual schedule of meetings being determined at the first meeting. The minimum quorum for a Peer Review Panel meeting is two-thirds of the membership. Absence from more than two

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consecutive meetings will result in a member being asked to step down from the panel.

4. Members will have a minimum of ten days to review project proposal submissions, prior to a Peer Review Panel meeting. Members who are in a conflict of interest or who are unable to provide an objective assessment of a project proposal must excuse themselves from the review process for that proposal.

POLICY/PROCEDURE REFERENCE

AC.4.1	Applied Research Services policy
AC.4.1.1	Applied Research Services procedure
AC.4.1.2	Financial Management of Applied Research Projects procedure

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