

FINANCIAL MANAGEMENT OF APPLIED RESEARCH PROJECTS

Section: Academic/Student (AC)

Subject: Applied Research

Legislation:

Effective: January 30, 2007

Revision: September 1, 2016 (reformatted)

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. 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 are located in the Applied Research and Innovation Services department.

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.

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Applied research fund

The funds available at SAIT for investment in SAIT’s applied research and innovation projects and initiatives. These SAIT funds come from an applied research and innovation endowment funded by the Alberta Science and Research Authority and funds assigned during the annual budgeting process.

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 individual who is responsible for the management of resources associated with a SAIT applied research project.

Technology transfer

The transfer of 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, both internal and external to SAIT. All individuals involved in applied research projects at SAIT shall be responsible for understanding and complying with the institutional procedures relating to applied research.
2. ARIS shall provide support to all SAIT schools/departments, employees and students in the creation of applied research proposals and work plans, including the development of project cash flow projections and budgets.
3. Once a project is approved for funding, ARIS 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.

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4. ARIS shall work closely with 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.

In order to be 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.

6. 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.
7. ARIS has created a detailed departmental procedure for processing and managing applied research projects. This procedure, which shall be followed by those involved in applied research projects at SAIT, is available by contacting ARIS. This procedure may be reviewed and amended, from time to time, by the director of ARIS and by the Finance department.
8. Signing authorities for applied research agreements are as follows:

Required Signature	Contract Amount/Type
Board of Governors	\$5 million and over
Board chair and President and CEO	\$1 million to \$5 million but must be shared with the Board for information purposes
President	Up to \$1 million
Any two vice presidents	Up to \$500,000
Vice president	Up to \$250,000
Director, ARIS	Up to \$50,000 Canadian for Canadian contracts and up to \$50,000 US for US and international contracts. Non-disclosure and Confidentiality Agreements

9. 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.

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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

PROCEDURE

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