

BASIC RESPONSIBILITIES OF THE OFFICE OF RESEARCH

The prime responsibility of the Office of Research is to assist in furthering the research capability of the University. The office has a responsibility for assisting in locating support for research both in the form of grants and contracts. The Office of Research also provides administrative, liaison and other services to individuals or research groups, and, also provides appropriate service to industry, governments or other agencies sponsoring research in the University.

The office has a responsibility for keeping faculty informed of research policies, goals and objectives of all levels of government and of major sectors of Canadian industry, and for keeping key personnel in government and industry informed of the University's research capabilities in their particular spheres of interest. The office also provides, as required, a focus and coordinating function with respect to University comment and briefs to governments concerning research and related policies.

The office has the responsibility for ensuring that approved University policies and procedures are followed, relating to all research activity in the University involving agreement between the University and any client or granting agency, and in all other cases where University resources are being used. The office also ensures that the corporate responsibilities of the University are met in terms of legal, financial and various liability considerations.

Office of Research - Staff Functions

1. To develop and disseminate information on sources of research funding and other support.
2. To make personal contacts with such sources and to seek to open up opportunities for University researchers by maintaining active liaison between faculty and appropriate personnel in government, industry and other sectors of society.
3. To bring promptly to the attention of the appropriate faculty