

Directory of Records – General

Office - Research Centre

Description of the Mandate and Function:

The Research Centre serves as a resource and provides administrative assistance for research activities at Athabasca University. The Research Centre provides a broad range of services, including assistance to AU Staff and student researchers to facilitate the submission of research grant applications and the financial management of grants and awards. It also oversees the internal research ethics approval process for faculty and students and provides advice and assistance to researchers seeking ethical approval elsewhere. In addition, the Research Centre assists with the planning and hosting of research-related events and provides administrative support to various committees that are charged with the adjudication of requests for internal funding. The Research Centre utilizes a centralized model for the provision of research services at Athabasca University.

General Classes or Types of Information:

- Applications by AU staff and student researchers for external and internal funding.
- Human ethics applications and appeals.
- Committee/Board meeting packages (agendas, minutes, decisions and supporting documentation).
- Financial information relating to funded research projects and research centre operations (e.g. expense claims, purchase orders, invoices, etc.).
- Contracts/Agreements relating to funded research projects.
- Reports (internal and external).
- Announcements/publications (e.g. brochures, posters, summaries) and/or supporting documents relating to research dissemination opportunities or information sessions, workshops and/or events coordinated by the Research Centre.
- General correspondence (electronic and/or hardcopy) relating to above classes of information.

PIB Titles:

- Academic and Professional Development Fund Applications
- Academic Research Fund Applications
- Graduate Student Research Fund Applications
- Associate Vice-President Research-Special Research Opportunities Applications
- SEED Funding Requests
- Applications to External Funding Agencies
- Research Ethics Board Applications
- Research Ethics Appeals Board Requests
- Financial Information (Operations and Restricted Research)
- Professional Services Contracts
- Research Grants and Contracts Agreements
- Research Dissemination Activities

Copies of Records Located: Applications and reports distributed as required to external funding agencies, AU standing committees, executive officers (as required) and other departments (as requested).
Policy & Procedure Manuals, Guidelines, Handbooks, Etc.: <ul style="list-style-type: none">• Internal Committee guidelines and forms• External agencies guidelines and forms
Remarks: