

**RESEARCH ADVISORY COUNCIL AGENDA**

**Mar. 20, 2025 | 1:30 pm – 3:30 pm | Teams**

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**Welcome and Introductions**

**1. Items for Adoption**

1:35 1.1 **Agenda: Mar. 20, 2025**

1:38 1.2 **Minutes: Feb. 06, 2025**

**2. Business**

1:40 2.1

**3. Discussion**

1:40 3.1 **Tri-agency grant writing recommendations from successful applicants**

- SSHRC Insight Development – Kathleen Rodgers
- NSERC Discovery – Olav Lian

**4. Reports**

2:45 4.1 **Research Office report – see attached**

2:50 4.2 **Human Research Ethics Board report – Gillian Hatfield**

4.3 **Teaching and Learning Advisory Council report – Victoria Surtees**

3:00 4.4 **Senate Research Committee report – see attached**

**5. Roundtable Discussion (time permitting)**

**6. Information Items**

2:40 6.1 **• Student Research Day – Garry Fehr**

- Looking for faculty volunteer judges between 10am-1pm. Sign up online, here  
<https://www.ufv.ca/research/students/student-research-day/faculty-judge-sign-up-form/>

6.2 **• Submit nominations for URE - Garry Fehr**

- Nomination deadline April 18<sup>th</sup> 2025

6.3 **• Undergraduate Student Research Awards – Garry Fehr**

- Decisions will be shared with applicants and their faculty supervisors in the first week of April via email

**7. Adjournment:**

**7.1 Next meeting: May 15, 2025, 1:30 pm to 3:30 pm**

Please see the [Research Office website](#) for more information on events and funding opportunities.

## RESEARCH ADVISORY COUNCIL AGENDA

Feb. 06, 2025 | 1:30 pm – 3:30 pm | Teams

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**Present:** Noah Schwartz, Garry Fehr, Trevor Beugeling, Shawn Geniole, Lenore Newman, Shelley Canning, Allyson Jule, Rita Dhungel, Cynthia Thomson, Ash Lalani, Victoria Surtees, Amanda Wurz, Sandra Gillespie, Opeyemi Adesina, Geetanjali Gill, Harley Gordon, Janelle Sztuhar, Chris Schinckus, Cindy Jardine, Ismail El Sayad, Wade Deisman, Keith Carlson, Christine Elsey, Lenore Newman

**Recorder:** Jasleen Rakkar

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**Regrets:** Paul Fontaine, Albert Kim, Mariano Mapili, Luisa Giles, Masud Khawaja, Barnabe Assogba, Gillian Hatfield, Satwinder Bains, Martha Dow, Jon Thomas, Irwin Cohen, Anastasia Anderson, Olav Lian, Jacob Spooner, Lauren Erland, Michael Hitch, Tetsuomi Anzai, Lara Duke, Lin Long

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### Welcome and Introductions

#### 1. Items for Adoption

**Agenda: Feb. 06, 2025**

1:35 **1.1** MOTION: THAT the agenda for the Feb. 06, 2025, RAC meeting be approved as presented.  
Cynthia Thomson, Shelley Canning CARRIED

**Minutes: Nov. 14, 2024**

1:38 **1.2** MOTION: THAT the minutes from the Nov. 14, 2024 RAC meeting be approved as presented.  
Cynthia Thomson, Shelley Canning CARRIED

#### 2. Business

1:40 **2.1**

#### 3. Discussion

1:40 **3.1 AI & Research – Garry Fehr**

- Garry Fehr provided an overview on current best practices/guidelines on the use of AI in research and grant writing.
- Committee members provided suggestions and considerations for UFV's AI policy currently in development.

2:15 **3.2 Developing a subcommittee to have a peer review system/grant writing support – Noah Schwartz**

- Noah Schwartz suggested hosting an event in the spring to encourage faculty to begin the grant writing process early on
- The event may include mentorship by connecting successful major grant holders to new applicants
- Amanda Wurz and Cynthia Thomson volunteered to join the subcommittee
- MOTION: THAT a subcommittee be formed to plan for a peer review system/grant writing support – CARRIED
- Please email Noah Schwartz if you would like to join the planning committee

#### 4. Reports

2:45 **4.1 Research Office report – see attached to agenda pkg**

2:50 **4.2 Human Research Ethics Board report – no report**  
**4.3 Teaching and Learning Advisory Council report – see attached to agenda pkg**

- Submit your proposal to TLC's ConnectED Conference, May 7th

3:00 **4.4 Senate Research Committee report – see attached to agenda pkg**

**5. Roundtable Discussion (time permitting)**

- **Trevor Beugeling:**
  - A local poultry farmer approached the Physics/Engineering department looking for assistance with researching methods of preventing the spread of Avian Flu. After some discussions, the department is exploring ways of creating student research projects to investigate aspects of the problem.
  - The students are excited by the prospect of being able to help tackle "real world" problems that could benefit the community.
- **Noah Schwartz:**
  - Noah expressed concern with the recent news of significant bias in US research grant review procedures. Do we have researchers applying for US grants?
  - Geetanjali noted a US partner had their funding recalled due to their project focus on equity and inclusion.
  - Garry noted the Research Office is monitoring the current situation and noting guidelines regarding research in the US.

**6. Information Items**

2:40 **6.1 Faculty Microlectures & Publication Celebration – Garry Fehr**

- February 13, 2025
- Registration to present is now closed
- See flyer attached to agenda

2:42 **6.2 Funded opportunity to conduct research or Chinese language training at leading institutions in China – Garry Fehr**

- See flyer attached to agenda

**7. Adjournment:**

**7.1 Next meeting: March 20, 2025, 1:30 pm to 3:30 pm**

Please see the [Research Office website](#) for more information on events and funding opportunities.

## Office of Research Services

### RAC Report | March 20, 2025

- ROSA applications that were due on October 31<sup>st</sup> have now been adjudicated. Applicants were notified of the results mid February. We want to thank all our committee members for their time and effort adjudicating these applications.
- The Faculty Student Research and Scholarly Activity (FSRSA) UFV internal grant deadline was on Sunday March 16<sup>th</sup> at 11:59pm in ROMEO. Our office is currently putting together the application packages for the committee to review. Results for this competition should be announced early April. Please note there are changes to this competition as well as our other internal competition so please check our website for details on those changes: <https://www.ufv.ca/research/faculty/funding/internal-funding/>
- As noted in our previous RAC report, the SSHRC Institutional Grant (SIG) was submitted by the Office of Research Services in December 2024. The block grant is a 3-year grant that the Office of Research Services receives in order to fund the internal UFV SSHRC Explore grant. The application was a renewal. Results should be released end of March early April. Once our office hears about the results of this grant, we will then advertise and update our webpage for the SSHRC Explore competition and provide deadline information.
- One Max Bell Foundation LOI was submitted on February 26<sup>th</sup>. The applicant is from the School of Criminology and Criminal Justice.
- One Canadian Foundation for Legal Research grant was submitted on February 26<sup>th</sup>. The applicant is from the School of Criminology and Criminal Justice.
- One CIHR Project grant was submitted on March 5<sup>th</sup>. The applicant is from the School of Kinesiology.
- One Justice Canada 2025 Victims and Survivors of Crime Week grant was submitted in December 2024 and we were informed early March that the applicant was successful. The applicant is from the School of Criminology and Criminal Justice.
- One CIHR Catalyst Grant was submitted in September 2024 and we were informed the end of February. The applicant is from the Faculty of Health Sciences.
- The NSERC Undergraduate Student Research Award applications deadline was March 17<sup>th</sup> 2025. The applicants will be informed of committee decisions early April.

- Student Research Day 2025 will be held on April 2<sup>nd</sup>. Further details can be found [here](#).
- The Undergraduate Research Excellence awards will be held on May 28<sup>th</sup>. Further details can be found [here](#).
- Our office plans to host a Mitacs information session at the end of April for both faculty and students. Further details to be determined by the end of March and the event will be advertised as registration will be required.
- Our office in conjunction with the RAC sub-committee is planning a grants information session in the middle of May in order to provide information to faculty members regarding the services our office offers as well as an event for faculty members to network. Details are in the process of being finalized and our office will be sending out information as registration will be required.
- **Reminder:** The Government of Canada has come out with a policy relating to Sensitive Technology and Research Affiliations of Concern (STRAC) in order for researchers and university administrators to understand best practices to identify and mitigate research security threats, pursue and maintain safe research partnerships, maintain institutional reputation of a safe research organization and protect valuable research, data or potentially patentable property. STRAC policy info is located [here](#). Please contact Ash Lalani at [ash.lalani@ufv.ca](mailto:ash.lalani@ufv.ca) if you wish to discuss your own research security concerns relating to your proposed research topic or a foreign partner.
- **Reminder:** Mitacs programs are a great way to work with an external partner and also provide your students with valuable training skills. Mitacs programs do require a 50% match from an external partner which they will then match. A list of possible projects/partners will be advertised in the next research newsletter. More information about Mitacs programs can be found [here](#).
- **Reminder:** Mitacs also has an Indigenous Pathways Stream which allows for a smaller contribution of 25% from the partner for applications that have an Indigenous partner organization and/or an intern who is Indigenous. Further information can be found [here](#).
- **Reminder:** All research grants and contracts must go through our office for a review regardless of who completes the submission to the agency. Please ensure that you are noting the appropriate overhead/indirect costs on the overhead waiver form which can be found online. As per university policy, our overhead rate is 25% unless the funder waives the rate or has a reduction of that rate noted on their website or in their instructions. A UFV overhead waiver form must also be completed if it is less than 25%. For most (but not all) Tri-Agency grants there is no overhead. If you have any questions, please contact Ash Lalani.

- **Reminder:** If any faculty members are working on any grants/contract (Tri-Agency or other funding organizations) please contact the Director, Research Services and Industry Engagement, Ash Lalani [ash.lalani@ufv.ca](mailto:ash.lalani@ufv.ca) ASAP to help review your application and provide guidance on next steps, review, submission process etc. We have an internal process for at least 14 business days prior to the deadline date. This also includes those working as co-applicants with other institutions that may require a letter of support.
- **Reminder:** The Research Office and Library at UFV are currently working on some consolidated information to help researchers with their research data management plans (RDM plans). Currently there are only selected programs that require a RDM plan that would need to be completed prior to submission. They can be found [here](#). For further information regarding UFV Data Management information please visit the UFV library website located [here](#).
- **Reminder:** Major grant holders may be eligible to receive one teaching release if they are the Primary Investigator (PI) for a **major grant from only select NSERC, SSHRC, and CIHR grants**. Please see specifically point #1 on our major grant holders website for the changes. Co-principal investigators and co-applicants are not eligible due to lack of funds our office has at this time. This information is noted on our website.
- **Reminder:** Regarding major grant holder releases, the releases are eligible for the duration of the grant (# of years total) but they are not applicable to extension years taken after the term of the grant. For example: You hold a Tri-Agency grant as the principal investigator for three years total, you are eligible to apply for a release for each year. If you decide that you will opt for the extension (providing the grant allows for it) then you would not be eligible for a release in the extension year. This information is noted on our website.
- **Reminder:** If are going to be working on a NSERC Alliance grant, please ensure that you check in with the Director, Research Services & Industry Engagement to discuss if there are any partnership/security risk concerns. NSERC Alliance grants have a rolling deadline unless specified as a special call with a hard deadline.
- **Reminder:** The next SSHRC Connection grant competition will be held on May 1st as this is a grant that has 4 application intakes per year (February, May, August and November).
- **Reminder:** The next SSHRC Partnership Engage grant competition will be held on June 15 and this is a grant that has 4 application intakes per year (March, June, September and December).

## **Senate Research Committee (SRC) Report – March 2025**

The Research Excellence Award Committee has completed the adjudication process for this year's award.

## TLAC Report – March 2025

1. Brightspace: Most courses in the Summer semester will be using Brightspace. If you need support with the transition, TLC is offering many workshops.
  - Winter Forum - Implementing Brightspace at UFV (Video):  
<https://lnkd.in/gWJ9CamN>
  - See all Brightspace related workshops/sessions/events on UFV Events Calendar:  
<https://lnkd.in/gdJhMtXa>
  - Register for one of the in-person or online workshops happening at the end of April and early May: <https://lnkd.in/gKgngKuG>
2. ConnectED on May 7, 2025 - Registration opens on April 7, 2025:  
[www.ufv.ca/ConnectED](http://www.ufv.ca/ConnectED)

## **HREB Report – March 2025**

There have been updates to the minimum risk checklist in the ethics application in ROMEO:

- 9.3: Will the participants' right to withdraw their data be respected? Not applicable has been added as an option. Check this if the data are anonymous and cannot be withdrawn once data collection is over.
- 9.10: If the investigator will dispose of the raw data once the study is completed, will it be done in a way that will safeguard the participants' right to confidentiality? Not applicable has been added as an option. Check this if the raw data will not be destroyed.

Microsoft Word has a transcription function that researchers may want to use as an alternative to Otter.ai, as Otter.ai stores their data on servers located in the United States and thus is subject to the Patriot Act. If using the transcription function in Word, data is not stored in the Cloud.

Guidelines have been developed for when external researchers wish to recruit UFV participants, and those will be uploaded onto the HREB Guidance notes webpage: <https://www.ufv.ca/research-ethics/guidance-notes/>. This site has lots of guidance documents that can help answer your questions as you prepare an ethics application, or are wondering if a specific project needs HREB approval.