



Office of Research Services Handbook

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The Office of Research Services (ORS) at UNB helps connect researchers with funding agencies, industry and government. We promote and facilitate partnerships between UNB, other research organizations and research consumers. ORS handles the transfer of knowledge and technology to industry and other users, while maintaining high ethical standards and financial accountability in research.

ORS also supports faculty members and researchers on both campuses who are seeking research funding by providing support services for grant and contract preparation and submission.

ORS is divided into three divisions to assist you in all stages of the research funding process: Pre-Award Services, Industry-Government Services and Research Financial (Post-Award) Services. These three divisions, along with the Office of the Vice-President (Research) (VPR), are detailed in this handbook.



Office of the Vice-President (Research)

The **Office of the Vice-President (Research)** (VPR) provides leadership and vision in shaping UNB's strategic research direction and agenda. The office of the VPR develops a higher profile for the full spectrum of research and scholarly activities in all academic units of the university while building on existing areas of research and scholarly activity.

The responsibilities of the Office of the VPR include research ethics, postdoctoral fellows (including Banting Fellowships), university research scholars, honorary research professorships, internal grants (such as non-leave research grants, sabbatical research grants), research ranking and research institutes.

Research Ethics

There are currently two Research Ethics Boards (REB) at UNB; one on the Fredericton campus and the other in Saint John. All research involving humans must be vetted through the **REB process**.

Postdoctoral Fellows

All **Postdoctoral Fellows**, whether funded via a researcher's grant/contract or self-funded, must be registered with the Office of the VPR by the Principal Investigator prior to their engagement.

University Research Scholars

Once a year (fall) the Office of the VPR will put out a call for nominations for this **special designation**. The award is intended for UNB researchers who have demonstrated a consistently high level of scholarship, and whose research is, or has the potential to be, of international stature.

Honorary Research Professorships

This **designation** is available to retiring faculty members looking to maintain an affiliation with the university to do research.

Non-Leave Research Grants

This mechanism offers researchers the option to reclassify part of their salaries as a **research grant**.

Sabbatical Research Grant

This program permits faculty members going on Sabbatical Leave to convert a part of their salary to a **research grant**.

Research Ranking

A biennial exercise whereby departments and faculties are given a ranking based on their research performance, this process feeds into the university's Quality Assurance Program.

Research Institutes

All **Research Institutes** at UNB report directly to the VPR. There are currently seven constituted research institutes in existence.

Contact Information

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Renée Audet-Martel: Research Administration Officer
Coordinator of Ethics, the Postdoctoral Fellowship program, VPR programs, and reviewer of Internal VPR Grants
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First point of contact, scheduling, assistant to the VPR
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Office of Research Services (ORS)

This unit falls within the Office of the Vice-President (Research) at the University of New Brunswick and provides both pre-award and post-award support services to faculty members and researchers. ORS also helps connect researchers with funding agencies, industry and government; promotes and facilitates partnerships between UNB and other research organizations; and handles the transfer of knowledge and technology to industry and other users.

Pre-Award Services

Pre-Award Services acts as a facilitator in dealings between the researcher and our funders. The main functions of this division are to:

- Provide support services for grants and contracts
- Send out research notices about upcoming funding opportunities
- Liaise with research funders
- Provide workshops and information sessions
- Track ethics, animal care, and biohazard compliance approvals

Research Financial Services

Research Financial Services provides a range of many helpful financial services, such as accounting and financial administration, for all research funding (e.g., grants, contracts, royalties, etc.). The division also communicates and promotes financial and administrative policies and procedures and assists researchers in implementing such policies and procedures, which makes it a useful resource for those requiring assistance with research grants, contracts, and license agreements.

Industry-Government Services (IGS)

IGS is designed to maximize UNB's input into a sustainable economy in New Brunswick and beyond through the development and transfer of technology and knowledge. IGS facilitates access to UNB for those who wish to tap into its knowledge base and research capabilities.

The two main functions of the IGS office are opportunity development and Technology and Knowledge Transfer.

Contact Information

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Kelly Ashfield, P. Eng., MBA: Executive Director
Responsible for the operation of the Office of Research Services
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Judy Arseneau: Administrative Assistant, Saint John campus
First point of contact in Saint John, Secretary to the Research Ethics Board and Animal Care Committee
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Gale Austin: Administrative Assistant
First point of contact for IGS group, IRAP Program and special projects
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Ashley Doucet: Administrative Assistant, Fredericton campus
Main office reception in Fredericton, mail, file maintenance and data entry
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Pre-Award Services

Pre-Award Services acts as a facilitator in dealings between the researcher and our funders. Researchers are advised to contact ORS **as soon as they have identified a funding opportunity** or wish to engage in contract work with an industry or government partner. ORS often has additional information that is not available to the greater research community.

Funding Programs

Internal Funding Programs

- University Research Fund (URF)
- Harrison McCain Foundation Awards (Young Scholar Awards, Visitorship Awards, Visiting Professorship Awards, Grant in Aid of Scholarly Book Publishing)
- Fredrik and Catherine Eaton Awards (Fellowships & Visitorships)
- Grand Lake Meadows Endowment Fund

External Funding Programs

- Atlantic Innovation Fund (AIF)
- Canada Research Chairs (CRC)
- Canada Foundation for Innovation (CFI)
- Canadian Institutes of Health Research (CIHR)
- Mitacs
- Natural Sciences and Engineering Research Council of Canada (NSERC)
- Networks of Centres of Excellence (NCE)
- New Brunswick Health Research Foundation (NBHRF)
- New Brunswick Innovation Foundation (NBIF)
- Social Sciences and Humanities Research Council of Canada (SSHRC)

For more information regarding specific funding opportunities, please visit the ORS website: <http://www.unb.ca/research/ors/index.html>

ORS Pre-Submission Review Process

ORS' Pre-Award division assists faculty in preparing research application packages. Staff members work directly with faculty at various stages of the application process to ensure funders' requirements are met, to edit text, to provide strategic comments, and to aid in the final submission process.

Funding agencies require proposals that are clearly written, in a style suitable for reviewers who must read dozens of applications in a short period of time. A well-written application is more likely to be funded than an application that reviewers struggle to understand.

During the early and mid-stages of the application process, Pre-Award staff can:

- Provide guidance on the funding agency's program requirements.
- Assist with creating a plain-language summary suitable for a general audience.
- Provide direction on the proposal writing process.
- Assist with budget formulation and justification.
- Edit documents to:
 - Create consistent flow and voice when more than one person has contributed writing.
 - Provide constructive feedback on style and formatting.
 - Ensure the language and style is suitable for the intended audience.
 - Improve wording to make the application clear and concise.
 - Correct grammatical and punctuation errors.
 - Eliminate jargon and overly technical language.
- Provide technical assistance with formatting complex documents and using online systems.
- Help prepare institutional letters of support.

At the final stages, Pre-Award staff can:

- Review drafts against the funder's requirements for content and presentation and provide feedback as needed.
- Verify the application is complete before final submission to the funder.

***Please submit your application to ORS for review once you have prepared a first draft of the entire application package. The earlier, the better!**

For funding programs with specific deadlines, submission of the complete draft application package is typically due to ORS for review **two weeks prior to the agency's deadline. For other funding agencies, please contact ORS to determine if an earlier internal deadline applies.*

Applications should be submitted to ORS via email and should include the following:

1. *The funding agency and program to which you are applying.* Provide a link to the program's website if it is not a tri-council application.
2. *Digital copies of the application files.* Microsoft Word is the preferred format for any free-form attachments. Working with Word files allows ORS to easily and clearly indicate revisions using track changes, which reduces the time required for you to implement edits. Online forms can be sent in Adobe PDF format.

When feedback is provided, you will be given a *Next Steps Checklist* to help you finalize and submit your application.

Signatures

The institutional signing authority for all documentation related to research funding (e.g., grants, contracts, contribution agreements) is the President of the University or a delegate (i.e., the Vice-President (Research) or the Executive Director of ORS).

Contact Information

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Ana Espejo: Manager, Pre-Award Services
Harrison McCain Foundation, Fredrik & Catherine Eaton, Grand Lake Meadows and University Research Fund programs; support to large research grants and office management

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Carmen Ellison: Proposal Support/Liaison Officer
Social Sciences and Humanities Research Council (SSHRC), other SSH programs and research partnership development; Canadian Institutes of Health Research (CIHR), New Brunswick Health Research Foundation (NBHRF), and other health-related research

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Cindy Gillet: Proposal Support Officer - Institutional Awards
Canada Research Chairs (CRC) and Canada Foundation for Innovation (CFI)

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Reid Lodge: Proposal Support Officer
Natural Sciences and Engineering Research Council (NSERC) & other NSE programs, New Brunswick Innovation Foundation (NBIF)

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Tracey McCarthy: Contracts / Awards Officer
Agreements: transfer, federal and provincial service, including some tri-council; certifications, data collection and record maintenance

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Heidi Van Wart: Proposal Support Officer
Large research grant programs, including NSERC Industrial Research Chairs, Canada First Research Excellence Fund (CFREF), Canada Excellence Research Chairs (CERC), and other large partnership grants

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Michelle Webber: Contracts / Awards Officer
Federal, provincial and municipal agreements; industrial contracts, service and contribution agreements

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Industry-Government Services

Industry-Government Services (IGS) focuses on maximizing UNB's input into a sustainable economy in New Brunswick and beyond through the development and transfer of technology and knowledge. IGS facilitates access to UNB for those who wish to tap into UNB's knowledge base and research capabilities.

The two main functions of the IGS office are:

1. Opportunity Development/Research Partnerships:
 - Promote and facilitate partnerships between UNB and other interested parties (industry, government, non-government organizations, universities or other research organizations).
 - Assist with sourcing research funding.
2. Technology and Knowledge Transfer:
 - Manage and assess invention disclosures
 - Coordinate IP assignments
 - Manage patents and other intellectual property (IP).
 - Negotiate, prepare, and administer technology and knowledge transfer agreements.
 - Commercialize UNB-owned IP.

IGS is guided by the idea that UNB has a role with industry, government and others to support a stronger, healthier and more innovative New Brunswick and Atlantic Canada.

The strategy and commitment of Industry-Government Services is to:

- Process requests and supply follow up support services.
- Identify research funding and collaboration opportunities.
- Expand the number of faculty participants.
- Maintain open and regular communications to remain abreast of development strategies and to plan supporting activity.
- Effectively identify technologies with commercialization potential, and expedite their transfer to industry.

Ways to Partner

Knowledge and technology transfer is conducted at the University of New Brunswick in the following ways – ***All of which provide opportunities for reducing risks and lowering the costs of doing research.***

Service Contracts: Access researchers and technical staff on both campuses to help solve problems, conduct studies, develop models, etc.

Development Agreements: Bring technology to the table or outline an idea to develop a specific technology that results in new or joint intellectual property (IP) and new products.

License Agreements: Access available UNB-developed technologies through various forms of license.

Technology Assessments: Access a researcher to assess a technology or new product/capability.

Company Spin-Offs: Students, staff and researchers often consider spinning off a company from a technology developed at UNB.

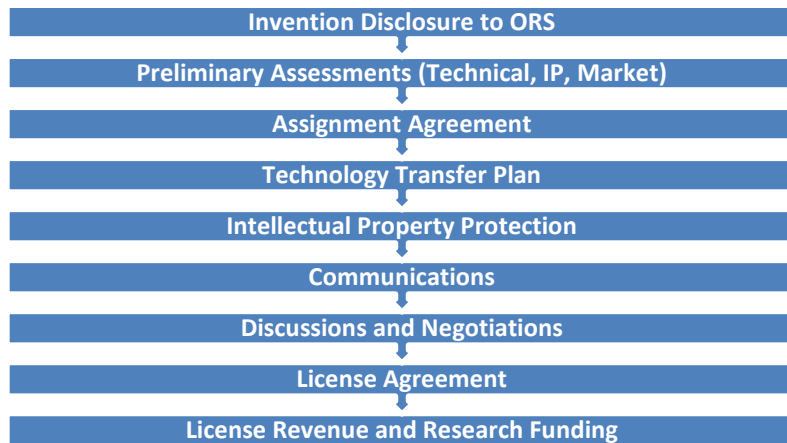
Key Points

***Do NOT sign anything – In order for an agreement to be binding, all documents must be signed by the VPR or an authorized ORS representative on behalf of UNB. This authority is granted only by the President.**

***A Non-disclosure Agreement (NDA) should be in place before discussing confidential and/or potentially valuable commercial information.**

***If you are unsure of any aspect of the research realm and/or university policy, please call (506) 453-4674 or refer to the [IGS website](#).**

Technology Transfer Steps



Intellectual Property (IP) at UNB

Inventors (faculty, staff, students) have the option of assigning right, title, and interest in their IP to UNB, in exchange for access to funding, IP protection, commercialization assistance, the drafting and monitoring of agreements, and a share of commercialization proceeds. It is important to investigate, discuss, and document IP ownership in the early stages of a project, to help manage expectations and avoid future disagreements.

The Industry-Government Services group can assist inventors with the following items:

- **IP Ownership:** Advise on the different collective agreements, policies, and guidelines that affect IP ownership for faculty, staff and students at UNB.
- **Inventorship:** Explain the differences between inventors and contributors and how these differences impact patent applications, assignment agreements, etc.
- **IP Protection:** Identify and define different types of intellectual property and methods for protecting this IP (such as patents, trade-marks, etc.).
- **Patenting Best Practices:** Advise on best practices related to patenting, including keeping information confidential, publication and disclosure guidelines, timelines, costs, etc.

- **Commercialization Process:** Manage the process (internal steps) involved in protecting and commercializing intellectual property when inventors assign their IP to UNB.

Please visit the [Technology Transfer and Intellectual Property](#) section of the ORS website for additional information on IP policies.

Contact Information

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Hart Devitt: Director, Industry and Government Services

Responsible for research and commercialization opportunities development, knowledge and technology transfer and commercialization activities, and agreements; including ACOA AIF and BDP programs
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Brennan Sisk: Technology Transfer Officer

Research and commercial partnership development, technology and knowledge transfer, and commercialization activities.
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Matthew Douglass: Knowledge Transfer Support Officer

Knowledge transfer and commercialization activities
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Shane Nason: Intellectual Property (IP) Manager

IP advice and services, management and protection of UNB-owned IP
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Nicole Baker: Agreements Officer

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Carolyn Christensen: Agreements Support Officer

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Alison MacNevin: Knowledge Transfer Officer

Julie Thomas: Agreements Officer
On leave

Research Financial (Post-Award) Services

The main functions of our Research Financial Services division of the Office of Research Services are to:

- Provide oversight of research funds, including administering account opening (grants and contracts), monitoring balances and eligible activity, reviewing transactions for approval, financial reporting to external funding bodies and senior management, and developing and promoting funding agency and UNB policies and procedures.
- Provide information and advice to the research community on account/project specific queries, as well as general procedural or policy queries.

***Researchers have access to their account information via Datatel and e-Services.** If anyone would like training, please contact ORS, and we'll be happy to help.

***Research accounts include funds 40-59, inclusive.** All queries for these accounts should come to ORS.

*If a researcher would like the departmental secretary to have access to their account(s), they should contact Jill Gallagher in Financial Services (cc Charlotte McIntosh – Manager, Research Funds)

For more information regarding financial policies and guidelines, please visit the Research Financial Services section on the ORS website:

<http://www.unb.ca/research/ors/financial.html>.

Contact Information

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Charlotte McIntosh, CPA, CGA: Manager, Research Funds

Overall oversight of financial and compliance activity; formal liaison with Financial Services; research statistics and financial statements; policy and procedure formulation and enforcement; VPR funding commitments

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Shelley Eastwood-Currier: Financial Analyst

Contracts

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Tania Jones: Financial & Metrics Officer

Springboard Atlantic

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Kara MacGillivray: Financial Analyst

Tri-Council; Canada Research Chairs; NBIF Research Assistantships Initiative; University Research Fund; Environmental Trust Fund

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Stephanie Maxwell: Financial Analyst

ACOA programs: including Atlantic Innovation Fund (AIF), Business Development Program (BDP), Innovative Communities Fund (ICF) and others; NB Wildlife Council

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Tammy Mullin: Financial Analyst

Canada Foundation for Innovation; NBIF Research Technicians Initiative; NBIF Research Innovation Fund; Networks for Centres of Excellence; all other grants

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Stefanie Effinger: Account Control & Compliance Administrator

Reviews all transactions on Fredericton research accounts for available funding, project eligibility and appropriateness; internal control, systems support, process review and statistical analysis for all research accounts

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