RS10 – External Research Grants and Awards

Records of applications for external research grants and awards for which the terms and conditions are non-negotiable or have been pre-negotiated under an institutional agreement and for which the intellectual property remains with the researcher.

This records class is a Personal Information Bank.

Content & Scope
This records class excludes research contracts and agreements as outlined in RS05, internally adjudicated research grants and awards as outlined in RS15, and student research awards as outlined in ST28.

The records include OR cover sheets, research proposals, applications and nominations, budgets, copies of ethics clearances and other required certifications, notices of award, and related correspondence.

Related Records
- For research contracts and agreements, see RS05 – Contracts, Agreements, and Licenses (Research).
- For internally adjudicated grants and awards, see RS15 – Internally Adjudicated Grants and Awards.
- For student research awards, see ST28 – Scholarships, Bursaries, and Awards Case Files.

Responsible Unit
Office of Research

Information Steward
Vice-President, University Research

Privacy Classification
Restricted.

Retention
Non-initiated research applications and proposals: 2 years after application or proposal denied or withdrawn.

Funded proposals: 7 years after the close of the research account, unless a longer period is specified by the research sponsor.

Disposition
Secure Destruction

Authority
- University of Waterloo Procedure 1A.
- Policies, guidelines, or contractual requirements of research sponsors.
Retention Rationale
   The retention period is based on operational use.

Approval Date(s)
   14 January 2011