RS15 – Internally Adjudicated Research Grants and Awards

These records relate to internally adjudicated research grants and awards.

Content & Scope
Grants and awards are adjudicated by, for example, the UW/SSHRC Grant Review Committee, which allocates funds for research and conference travel under various programs, such as the UW/SSHRC Seed Grant Program, UW/SSHRC Travel Grant Program, and the UW Humanities and Social Sciences Endowment Fund, and by individual faculties or departments responsible for allocating research funds.

This records class excludes student research awards.

The records include committee records such as agendas, minutes, lists of applicants/projects, applications and proposals, copies of ethics clearances and other required certification, and related correspondence.

Related Records
For student research awards, see ST28 – Scholarships, Bursaries, and Awards.

Responsible Unit
- Office of Research
- Units responsible for allocating research funds

Information Steward
Vice-President, Research & International

Privacy Classification
Restricted

Retention
- Committee records: Minimum 7 years.
- Non-initiated research applications or proposals: 2 years after application or proposal is denied or withdrawn.
- Funded research: 7 years after the awarded project period end date.

Disposition
Archives Selection

Archival Records
Transfer committee minutes to the archives. Securely destroy all other records at the end of their retention period.

Authority
Policies, guidelines, or contractual requirements of research sponsors.
Retention Rationale
The retention period is based on operational use.

Approval Date(s)
14 January 2011