RS15 – Internally Adjudicated Research Grants and Awards

Records of 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 Explore Grant Program, UW/SSHRC Travel Grant Program, and the Bob Harding and Lois Claxton Humanities and Social Sciences Endowment Fund, and by individual faculties or departments responsible for allocating research funds.

This class excludes records of 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

**Information Confidentiality 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- Non-initiated research applications or proposals: 2 years after application or proposal is denied or withdrawn.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.

Records which are not selected for the University archives must be securely destroyed at the end of their retention period.
Archival Records
Committee minutes are of long-term historical value to the University. Please contact the University Records Manager for further assistance with these 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
14 January 2011