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 as outlined in ST28.

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, University Research

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Non-initiated research applications or proposals: 2 years after application or proposal is denied or withdrawn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)
   January 14, 2011