RS20 – Sponsored Research Administration

These records relate to the administration of funded research activities.

Content & Scope

University research is funded by federal, provincial, and international governments and granting agencies, as well as by industrial and other private or non-profit sponsors. Funding may support specific research projects, research chairs, research infrastructure, and research-related travel.

This records class excludes records of financial transactions and procurement related to research activities.

The records include research reports, account reconciliations, financial reports, audit reports, and related correspondence.

Related Records

For records related to financial transactions and procurement for funded research activities, see FN05: Accounting Journal Entries; FN10: Accounting System; FN12: Accounts Payable; FN15: Purchasing Card Transactions; FN20: Revenues and Accounts Receivable; and FN70: Procurement and Purchasing

Responsible Unit

Office of Research; award holder (research reports)

Information Steward

Vice-President, University Research

Privacy Classification

Restricted

Retention

7 years after the close of the research account unless a longer period is specified by the research sponsor

Note: Research reports may be retained for a longer period at the discretion of the award holder and/or the award holder’s academic unit or research centre or institute, or the Office of Research, as applicable.

Authority

Policies, guidelines, or contractual requirements of research sponsors

Retention Rationale

The retention period is based on the requirements of the major research funding bodies.

Approval Date(s)

January 14, 2011