



11.1 Research Centres

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Office of Accountability:	Vice-President: Research
Administrative Responsibility:	Office of Research Services

PURPOSE

A research centre/institute (these terms are used interchangeably) is created to promote and encourage scholarly activity of a basic or applied nature in an area that is not normally restricted to a single academic department or faculty. A research centre/institute is an organized research unit which serves as a locus for stimulating research, for attracting research funds, and for enhancing the research experience of faculty, students, postdoctoral fellows, and visiting scholars. In pursuit of this objective, the centre/institute may establish links inside and outside Wilfrid Laurier University; organize seminars, symposia and conferences; solicit external funds for research of the dissemination of scholarly information; and maintain an appropriate infrastructure. A research centre/institute should endeavour to recruit members from across the academic community, should involve students in its activities, and should create formal or informal links with agencies and colleagues in the private and public sectors who are engaged in related research activities. Normally, a research centre/institute should have a minimum of five active Laurier faculty members.

The purpose of this policy is to define the terms under which centres/institutes operate.

DEFINITIONS

Active members Active members of a centre contribute to the centre by participating in publishing as well as seminars/conferences/workshops organized by the centre, and identify themselves as centre members in publications related to the focus of the centre.

University-based A university-based research centre reports to the vice-president: research and is eligible to receive operating funds from the Office of Research Services. Normally, university-based centres should include active members from three or more faculties within the university, and/or active members outside the university, or from at least five departments.

Faculty-based A Faculty-based research centre reports to the dean of the faculty and is eligible to receive operating funds from the Faculty. Normally, Faculty-based centres should have active members from within one Faculty at the university.

POLICY

All university research centres/institutes must be approved and reviewed by the Senate Committee on Research and Publications (SCRAP). Centres/institutes will be approved for a three year period with subsequent reviews minimally every five years.

Centres/institutes must:

- a. adhere to all university policies, procedures and regulations pertaining to the conduct of scholarly inquiry and administration of research funds,
- b. strive to, within three years of being established, receive some or all of its funding from external sources,
- c. at inception, have a reasonable prospect of long-term financial sustainability,
- d. have a management board which includes members from inside and outside the university, including the vice-president: research and/or an appropriate dean or chairperson,
- e. report annually to the Office of Research Services and the Faculty dean (for Faculty-based centres/institutes).

Recommendations regarding research centres are brought from SCRAP to Senate for final approval.

RELATED POLICIES, PROCEDURES, & DOCUMENTS

[Procedures for the Establishment of a Research Centre/Institute](#)

[Proposal to Establish a Research Centre/Institute](#)

[Annual Reporting Requirements for a Research Centre](#)

[Process for Review of Research Centres/Institutes](#)

[Research Centre Five-Year Report Form](#)

APPENDICES

Appendix A: [Guidelines for Preparing a Proposal or Five-year Report for a Research Centre/Institute](#)

Appendix B: [Questions That May Be Addressed When Approving/Reviewing Proposals/Reports](#)