



Associate Dean of Research

Research Leadership and Administration Roles & Responsibilities

1.0 Overview

Associate deans of research (ADRs) are faculty members that are appointed by (and report to) their respective deans. ADRs undertake roles and tasks designed to facilitate research success within their Faculty.

This document reflects a shared understanding of ADRs' roles and responsibilities specific to research leadership and administration that exist across all faculties. Although many roles and responsibilities are shared by all ADRs, others are assigned to ADRs by faculty deans; faculty-specific roles are not addressed in this document.

2.0 Research Leadership and Administration Roles & Responsibilities

2.1 Leadership

- Provide strategic leadership in developing and communicating the faculty's research mission.
- Assist in the development of a compelling and inclusive vision for research on the UBC Okanagan campus and in the implementation of UBCO's Research Support Plan.
- Represent their faculty and the UBC research community at the UBCO Research Advisory Council (RAC) and at the UBC-wide associate dean of research meetings.
- Advise their faculty dean and senior faculty executives on research administration and activities.
- Provide updates on research matters to their research faculty, students and staff.

2.2 Research Capacity Building

- Provide and facilitate mentorship of research-active faculty.
- Identify research faculty nominees for internal and external competitions and awards.
- Support faculty-level recruitments by ensuring that the Aspire, Principal's Research Chair (PRC) and other internal programs are appropriately deployed.
- Support new research faculty by ensuring that research space and resource requirements are clearly defined during the recruitment process and available on their arrival.
- Ensure that CFI applications are aligned with strategic priorities of the faculty and have undergone appropriate internal review; ensure that adequate space and matching funds are identified prior to CFI submission.
- Ensure that faculty members are aware of UBC's expertise and capacity in intellectual property management and licensing.
- Work collaboratively with the Office of the VPRI to:
 - o Support the development of research facilities, research centres and research chairs.
 - o Promote knowledge exchange and the integration of research activities into end-user practices, including commercialization when appropriate.



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- Enable faculty to pursue diverse external funding sources in the expansion of their research mission.
- Facilitate research partnerships with external entities.

2.3 Research Administration Compliance

- Work with the Vice-Principal of Research & Innovation (VPRI) portfolio to provide guidance on research policies and procedures of research sponsors.
- Ensure that individual faculty, students and staff are aware of research policies and procedures; develop faculty-specific procedures to mitigate non-compliance risks (e.g. over-expenditures).

2.4 Research Funding Administration

- Develop protocols to adjudicate intra-faculty requests for research-based teaching releases, faculty cash contributions, in-kind contributions, etc.
- Be aware of contractual obligations resulting from industry sponsored projects; interact with the University Industry Liaison Office (UILO), as necessary.
- Be aware of grant funder terms and conditions for research projects awarded.
- Understand the significance of the faculty signature on Research Project Information Form (RPIF) and other funding signature pages (e.g. confirm availability of space and other resources needed for the conduct of research projects prior to providing a faculty signature).



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Appendix 1: Orientation process for ADRs (onboarding check-list)

- 1) Review this document
- 2) Meet with Vice-Principal, Research and Innovation
- 3) Review documents:
 - UBC Policy LR2: Research Policy
 - UBC Policy FM4: Research Over-expenditure Policy
 - UBC Policy LR11: Inventions Policy
 - Research Advisory Council Terms of Reference
 - Research Project Information Form (RPIF)