

FASS Research Centres (FRC): Policies and procedures

FASS Research Centres (FRC) serve to:

- Conduct collaborative research among faculty, students, post-doctoral fellows, and, in some cases, with broader communities
- Enhance the research strengths of FASS
- Engage with knowledge mobilization, communicating research to academic and non-academic audiences

Definition

- Central to a definition of an FRC is the emphasis on collaborative research. An FRC is expressly designed to facilitate collaboration. Collaborative research may be within a single discipline or it may be multidisciplinary in character.
- FRCs are organized around a thematic area of research that involves multiple collaborators within FASS (including both faculty and students) as well as external partners, if appropriate to the research.
- FRC engages with knowledge mobilization. This may include conventional forms of academic knowledge mobilization: conference presentations and academic publications. But it may also extend to forms of knowledge mobilization that reach out to broader communities, as appropriate. When appropriate, it works with the FASS Communications Team to promote its research program.
- The FRC will work with the FASS Research Team to identify and apply for any funding opportunities
- An important function of an FRC is the professional training of students (undergraduate and graduate) as well as post-doctoral fellows. In addition, community-focused FRCs may offer training beyond the university.
- Importantly, an FRC is *not* solely a vehicle for managing or enhancing the profile of individual research.

Structure / Administration

- FRCs report, and are accountable, to the Dean of FASS.
- All FRCs must have a governance structure. The scale of this structure will depend on the scope and nature of the FRC's activities; however, all FRCs must identify a Director (or co-Directors) and a Management Board:
- The Director (or co-Directors) must be full-time faculty members or Distinguished Research Professors in FASS. The Director (or co-Directors) are responsible for oversight of research, financial oversight, and reporting annually to the Dean of FASS.
- The Management Board will be comprised of members of the FRC and from the broader community, if appropriate. The Management Board provides advice and guidance on Centre activities, programs and strategic planning; oversees financial expenditures; reviews the Director's annual report to the Dean of FASS. The Management Board must be convened at least once a year.

Procedures for establishing an FRC

Proposals for a FRC should be submitted to the office of the Dean of the Faculty of Arts and Social Sciences (ODFASS). Applications will be evaluated by FASS's Research Advisory Committee and the Dean.

Proposals (10 pp. maximum) should include:

- Objectives of the FRC (1 pg.)
- List of members (see guidelines above for the make up of the FRC)—including a proposed Director (or co-Director) and Management Board
- Plans for student and post-doc training
- Terms and criteria for membership in the FRC
- A budget
- A statement on resource requirements

Review process

The FRC will submit an Annual report by June 15 to ODFASS to be reviewed by the FASS Research Advisory Committee. The RAC will evaluate the FRC's activities including research, knowledge mobilization, and training. An annual report template is available.