RESEARCH AND DEVELOPMENT

ORGANIZATION & MANAGEMENT: Documents pertaining to R&D management, ethical codes and reviews for the various projects undertaken at the university.

RESEARCH & DEVELOPMENT FUNDING: Records outlining the programs and financial resources allocated to R&D at Carleton.

PERSONAL INFORMATION BANKS

RESEARCH GRANT APPLICATIONS – PROJECTS APPROVED
Location: all faculties and departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, date of birth, gender, phone, email, student number, social insurance number, course/program information, grant criteria, marital status, residency status, education, employment history, current employment status, income and assets of applicant, budget documentation, reference letters, CV, grant proposal, opinions and comments
Uses: To offer opportunities for faculty and postgraduate students to gain funding for their research.
Users: all faculties and departments
Individuals in Bank: students and faculty applying for grants
Retention & Disposal: varied/to be determined

RESEARCH GRANT APPLICATIONS – PROJECTS REJECTED
Location: all faculties and departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, date of birth, gender, phone, email, student number, social insurance number, course/program information, grant criteria, marital status, residency status, education, employment history, current employment status, income and assets of applicant, budget documentation, reference letters, CV, grant proposal, opinions and comments
Uses: To maintain a record of all unsuccessful applicants in the event of conflict or should the information be required for a re-application.
Users: all faculties and departments
Individuals in Bank: students and faculty applying for grants
Retention & Disposal: varied/to be determined

IN-HOUSE RESEARCH: Records containing information on current research projects at Carleton and any materials, live specimens, or biological materials being used.

PERSONAL INFORMATION BANKS

RESEARCH FILES
Location: all faculties and departments, instructor’s/professor’s offices
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, project notes, use of biohazardous materials, records of all substances/materials/animals used, tests carried out, research findings, comments and opinions
Uses: To maintain a record of work/research in progress
Users: researchers
Individuals in Bank: researchers, co-workers on the project, supervisors
Retention & Disposal: varied/to be determined

RESEARCHERS: A record of researchers at Carleton.