

Research at Carleton

New Faculty Orientation

Office of the Vice-President (Research and International)
August 2025

Table of Contents

| | | | |
|-----------|---|-----------|--|
| 03 | <u>Message from the Vice-President (Research and International)</u> | 12 | <u>Faculty Research Facilitators</u> |
| 04 | <u>Research Support at Carleton</u> | 13 | <u>MacOdrum Library</u> |
| 05 | <u>Office of the Vice-President (Research and International)</u> | 14 | <u>Communicating and Promoting Your Research</u> |
| 06 | <u>Carleton Office for Research Initiatives and Services</u> | 15 | <u>Information Technology Services</u> |
| 07 | <u>Industry and Partnership Services</u> | 16 | <u>Research Financial Services</u> |
| 08 | <u>Carleton International</u> | 18 | <u>Procurement and Your Research</u> |
| 09 | <u>Office of Research Ethics</u> | 19 | <u>Financial Information Systems</u> |
| 11 | <u>Research Security</u> | | |

Message from the Vice-President (Research and International)

Welcome to Carleton University!

I look forward to meeting each of you and learning about your research. By creating and sharing meaningful knowledge, we can leverage the power of research to solve critical issues and lead future discoveries. Our diverse and innovative researchers play an essential part in making Carleton an exciting and inspiring place to work.

The New Faculty Orientation is held each year to provide an overview of the support and infrastructure we have established at Carleton to help your research thrive. We in the Office of the Vice-President (Research and International) are here to help you with your research projects and offer many different services to ensure you achieve success in terms of funding, awards, partnerships, international relationships, research ethics and so much more.

Please use this resource as a quick reference tool for research support at Carleton.

We are here to help ensure your smooth transition.

Rafik Goubran

Chancellor's Professor, PhD, PEng, IEEE Fellow, CAE Fellow
Vice-President (Research and International)



Research Support at Carleton

Carleton University is a dynamic, interdisciplinary research-intensive institution with a creative international approach to research that has led to significant discoveries and collaborations in science and engineering, business, public policy and the arts. Home to award-winning researchers, Carleton is committed to leveraging the power of research to solve critical issues.

We recognize our community's capacity to innovate and excel, and are working together in our commitment to Equity, Diversity and Inclusion (EDI) and Reconciliation with Indigenous peoples.

Research initiatives are supported by an internal network, as outlined on the following pages, including:

- [Office of the Vice-President \(Research and International\)](#) (OVPRI), comprised of five areas of work
- [Faculty Research Facilitators](#)
- [MacOdrum Library](#)
- [Department of University Communications](#)
- [Information Technology Services](#)
- [Research Financial Services](#)

Office of the Vice-President (Research and International)

The Office of the Vice-President (Research and International) (OVPRI) leads efforts to enhance research capacity and foster research collaborations. It includes five key departments:

Carleton Office
for Research
Initiatives and
Services

Industry and
Partnership
Services

Carleton
International

Office of
Research Ethics

Research
Security
Risk

Carleton Office for Research Initiatives and Services

The [Carleton Office for Research Initiatives and Services](#) (CORIS) provides expert advice and support to the Carleton community throughout the research process, from proposal development to award closeout.



[Institutional
and Strategic
Application
Development](#)



[Funding
Opportunities
Newsletter](#)



[Internal
Funding
Programs](#)



[Honours and
Distinctions
Support](#)



[Research
Post-Award
Service](#)



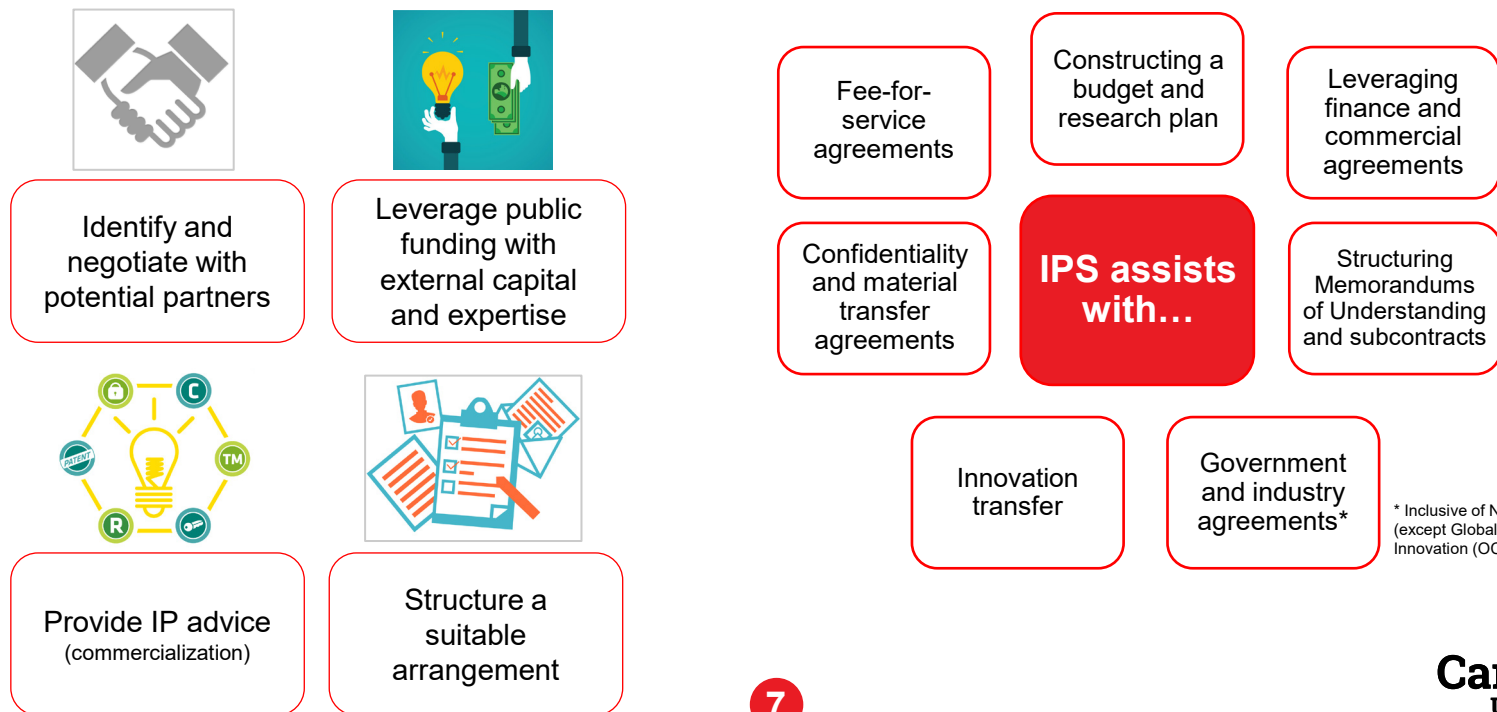
[Tri-Agency
Transfers
of Funds](#)



[CU
Research
Help Desk](#)

Industry and Partnership Services

Industry and Partnership Services (IPS) supports research collaborations between university investigators, companies and other partners.



* Inclusive of NSERC Alliance, MITACS (except Globalink) and Ontario Centre of Innovation (OCI)

Carleton International

[Carleton International](#) (CI) partners with universities, governments, industries and organizations to make our institution a global hub of international research and intellectual engagement.



Partnerships

- Memorandums of Understanding (MOUs)
- Research mobility
- Visiting scholars
- Diplomatic community
- Events and initiatives



International Research

- International research development
- International research grants, contracts and research service agreements



Capacity Building and Entrepreneurship

- Knowledge dissemination



Arts and Culture

- Study tours
- Community events

Office of Research Ethics: Human Ethics

The [Office of Research Ethics](#) supports the Carleton Research Ethics Boards, liaises between the boards and researchers, serves as a resource for the Carleton research community, and establishes and maintains policies on research ethics.

All Carleton researchers must submit an ethics application for human research. This includes research conducted on or off campus or that is approved by another academic institution.

What research
requires approval?

Research using living human subjects or human biological materials, embryos, fetuses, fetal tissue, reproductive material and stem cells.

Research using secondary data or biological samples originally collected with personal identifiers for another purpose.

The Tri-Council Policy Statement (TCPS) guides the review process for research at Carleton. All researchers must complete the [TCPS2 Tutorial](#) every five years.

Office of Research Ethics: Animal and Biohazard Ethics

The [Animal Care Committee](#) (ACC) and [Biohazards Committee](#) are responsible for implementing the policies, procedures and regulatory requirements governing research in their respective areas at Carleton.

Each committee, along with Veterinary Services or Environmental Health and Safety, ensures that:

- The use of animals in research and teaching conforms to rigorous standards while supporting cutting-edge science.
- All necessary precautions are taken before any research involving animals or biological materials is conducted.

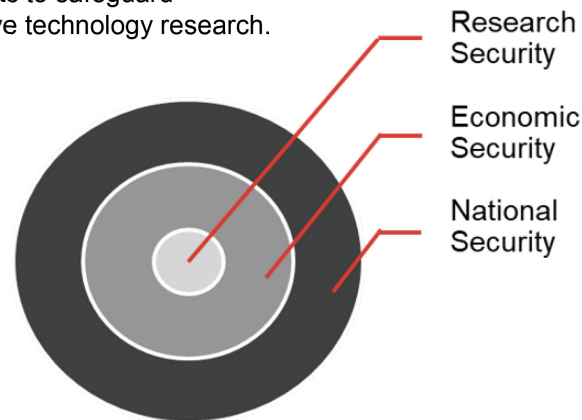
For research involving animals or biological materials,
please contact the [Animal Care & Biohazards Committees](#).

Research Security

In recent years, provincial, federal and international governments have introduced requirements to safeguard research, compelling higher-education institutions to share the responsibility to protect sensitive technology research.

What is research security?

- Measures taken to safeguard sensitive tech research
- Federal grant funding requirements rely on two key lists:
 1. Sensitive Technology Research Areas
 2. Named Research Organizations
- Provincial scope of consideration is wider



Carleton's safeguarding research team: [Jessica Adam](#) (Director) & [Joel Mathew](#) (Research Security Advisor)

- Provides advice and expertise on compliance
- Supports due diligence queries to identify risk and help develop risk mitigation plans
- Offers one-on-one consults to co-navigate security-related questions and to prepare researchers for international travel

Faculty Research Facilitators

[Faculty Research Facilitators](#) (FRFs) are research development professionals who are familiar with diverse funding programs and are proficient in the strategic development of competitive proposals.

FRFs are a valuable resource for:

Advisory Services

- Offering one-on-one meetings to discuss research goals
- Identifying funding and collaboration opportunities
- Providing strategic research planning to support Deans
- Holding information sessions and workshops
- Providing information about internal processes
- Facilitating internal and external partnerships

Funding Application Development

- Liaising with external agencies, partners and university departments
- Developing and scoping projects
- Supporting awards and nomination dossiers
- Planning and developing budgets

Review and Detailed Assessment

- Discussing reviewer feedback

MacOdrum Library

Website: library.carleton.ca

Research support

- See our [research specialists by discipline](#)
- [Researcher profiles, author IDs, and research impact](#): advice on maximizing visibility and credit for your research
- Data services: sourcing [numeric](#) and [geospatial data](#), [research data management](#), data storage and repositories ([Borealis](#))

Teaching support

- Electronic and physical [course reserves](#), course [guides](#), copyright guidance and clearance processing
- [In-class instruction, online modules and workshops](#) on information literacy, library resources, search strategies, evaluation of information, citation management and advanced tools
- [Alternate formats](#) of course and research materials

Publishing support

- [Open access support](#), discounts, funding, and evaluation
- [Copyright](#), author rights and editorial policy advisory
- Open publication, hosting, data and repository services
- DOI registration, indexing, and metadata support

Collections and resources

- Over 1.2 million print monographs, 2.8 million e-books, and 277,000 e-journals. Start your search with [Omni](#).
- Can't find what you need? Use Omni to request access to millions of resources beyond our collection or submit a [request form](#) for further assistance. Your [purchase suggestions](#) are welcome at any time.

Projects and partnerships

- In-kind grant support and project collaboration

Communicating and Promoting Your Research

Website: carleton.ca/duc/campus-resources

The Department of University Communications (DUC) collaborates with communications professionals across campus to help you navigate media interactions with confidence, identify content opportunities and ensure your research gets the visibility it deserves.

Services

- Promoting your research to media outlets via targeted pitches or advisories, and on Carleton's flagship social channels
- Developing stories about your research for the Carleton homepage and [newsroom](#)
- Helping you prepare for media interviews, including adding you to our Experts database used by media

- Holding media training sessions open to all faculty
- Advising on social media use to increase your profile
- Supporting research-related events, funding announcements and news conferences
- Supporting and submitting opinion pieces on your behalf
- Hosting training sessions as a partner of *The Conversation*, a digital journalism platform that boosts the visibility of Canada's academic faculty and researchers

Key Contact

- [Emma Bowie](#), Director, Communications

Information Technology Services (ITS)

Website: carleton.ca/rcs

ITS is a team of 100 staff providing enterprise IT solutions and services to support the learning, teaching, research, and administrative goals of the university.

Within ITS, [Research Computing Services](#) provides researchers with the computational support, expertise and resources necessary to conduct Advanced Research Computing (ARC) at Carleton.

Key Contacts

- Andrew Schoenrock, Manager, Research Computing Services (RCS)
- RCS: ITS.RCS@carleton.ca
- **ITS Service Desk:** its.service.desk@carleton.ca, ext. 3700
- **Drop in:** IT Help Desk, 4th Floor, MacOdrum Library

Services

- Secure, backed-up, online file sharing platform for researchers to store their research data and to collaborate with Carleton as well as external collaborators: [RCS ShareFile](#)
- Access to ARC resources (including GPUS) from the [Research Computing and Development](#)
- [Cloud](#) (RCDC) and assistance with the porting, optimization and running of ARC code
- Custom, purpose-built research software created by the [RCS Research Software Development team](#)
- Access to licenses and support for the [QNX Real-time Operating System](#)
- Assist with ARC-related grant proposals

Research Financial Services (1/2)

Website: carleton.ca/financialservices/research-financial-services

Services

- Assists in interpreting and ensuring compliance with funding agency regulations
- Provides advice and ensures compliance with university policies
- Advises on appropriate procedures for financial transactions
- Issues invoices and financial reports

Types of Funds

- Internally Restricted Research (IRR) Fund: Internal awards, including start-up funding, are deposited into your IRR fund for research-related expenses
- Externally Sponsored Research Funds: Each award from an external agency is assigned a unique fund for tracking and reporting expenses

Eligibility of Expenses

- For guidance on the eligibility of expenses, consult the Research Expense Guidelines, available at: [Research Financial Services website](https://carleton.ca/financialservices/research-financial-services).

Hiring Students or Staff

- Information about payments to students, post-doctoral fellows, and staff is available at: carleton.ca/financialservices.

Key Contacts

- To find the Financial Analyst assigned to your fund, refer to the MyResearch How-To sheets on the [FACTS website](https://carleton.ca/financialservices).
- **Questions?** Email researchfinance@carleton.ca.

Research Financial Services (2/2)

Getting Started: How to Spend

| System | Website & Email | Purpose | Tools & Training |
|--------|--|---|--|
| eShop | eshop@carleton.ca central.carleton.ca | Purchase goods and services online using funds managed by Carleton | carleton.ca/facts/eshop |
| Pcard | carleton.ca/fast procurementservices@carleton.ca | Reconcile different purchasing card programs and acquire goods and services | carleton.ca/facts/fast-tools-support-training |
| Travel | carleton.ca/concur financial.systems@carleton.ca | Submit requests for expenses and travel advances | carleton.ca/facts/travel |
| FAST | carleton.ca/fast financial.systems@carleton.ca | Access information about research grants, contracts, enterprise funds, and Professional Expense Reimbursement (PER) | carleton.ca/facts/fast-tools-support-training |
| FAAM | central.carleton.ca financial.systems@carleton.ca | Request and grant access to funding sources | carleton.ca/facts/faam |

Procurement and Your Research

Website: carleton.ca/procurement/how-to-buy

Our team oversees the procurement of goods and services through competitive, open, fair and transparent processes and ensures compliance with university policies and public sector legislative requirements.

Key Contact

- procurementservices@carleton.ca

Notes:

- [Limited Tendering Exceptions](#) are specific in nature; contact us to discuss whether there is a valid reason to bypass the competitive procurement process.
- CFI-funded purchases must follow the CFI pricing and quote format.
- A Contract for Research Services (i.e., fee for service) is different from a Research Agreement and may constitute a procurement.

Procurement Policy

You are required to seek (a) quote(s) based on the [Total Procurement Value](#), including any in-kind contributions.

- \$0.00 - \$25,000.00: 1 quote (written quote required for CFI)
- \$25,000.01 - \$75,000.00: 2 quotes
- \$75,000.01 - \$121,199.99: 3 quotes
- \$121,200.00+ requires an [open competitive procurement](#)

The Ontario government has [established important policies](#) that 1) require that preference be given to Ontario businesses and 2) limit the university's ability to engage with U.S. businesses.

The above requirements must be met BEFORE naming a contractor or vendor as part of any funding application.

Financial Information Systems (FIS)

Website: carleton.ca/financialservices/systems

Key Contacts

- [Nataliia Chernenko](#), Manager
- [Douglas Saunders](#), FIS Specialist
- [Amanda Langton](#), FIS Specialist
- **Contact FIS:** financial.systems@carleton.ca
 - Include Carleton ID in request

Quick Links

- [Financial Administration Community Training and Solutions](#) (FACTS) program
- [Book a virtual office hour](#) with a FIS team member
- [Quick Reference Sheets](#)

