



## Office of Research and Innovation

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## Standard Operation Procedure for the Allocation of Canada Research Chairs

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The Vice President Research and Innovation (VPRI) is responsible for managing Trent University's allocation of Canada Research Chairs. Managing Trent's allocation includes tracking of regular and special chairs, reclaiming lost chairs or deactivating chairs lost as part of the reallocation exercise, establishing and monitoring equity targets, and managing the corridor of flexibility.

On an annual basis, the VPRI will draft a CRC Strategic Planning document, endorsed by the Research Policy Committee, for presentation to PVP which will include:

- The start and end dates of all assigned CRC's
- Renewal dates for both Tier I and Tier II assigned CRC's
- A list of unfilled chairs or chairs available for reallocation
- The status of special chairs
- An update on the corridor of flexibility
- A report on Trent University's equity targets
- Recommendations for allocations and reallocations including alignment with the Strategic Research Plan

The President/Vice President Executive Committee (PVP) will review the planning document and assign future allocations and reallocations ( i.e. split a Tier I into two Tier II's, use the corridor of flexibility to make a special chair a SSHRC chair, remove or keep an allocation within a faculty, etc.)

PVP will issue an internal call for proposals to nominate a Canada Research Chair. The call will be issued to all department chairs, program directors, and research organizations

PVP will constitute a CRC Allocations Committee which will include the VPRI(chair), a representative from Advancement, a representative from the Research Policy Committee, a Dean (selected by the Dean's), and the Director Office of Research (advisory/secretary).

The CRC Allocations Committee will review all proposals to nominate/host a CRC and make a recommendation to the PVP. PVP will review the recommendation and either award the opportunity to nominate to a specific strategic area, research organization or department, or ask the CRC Allocations Committee to review the proposals a second time. PVP can also ask that the internal call be reissued to include additional selection criteria.

PVP will advise the CRC Allocations Committee of their decision. The decision will be communicated to the Provost's Planning Group (PPG) by the Provost. The VPRI will communicate the decision to the Research Policy Committee. The Office of Research will prepare a letter to be signed by the President awarding the opportunity to nominate/host a CRC. The Office of Research will also notify all those unsuccessful in securing the right to nominate and provide feedback from the CRC Allocations Committee with a view to strengthening future submissions.