

Changes to the management process of research contracts

As part of the improvement initiative for research contracts management (including contracts, agreements and grants), we are proceeding with a few important changes to current business processes and practices that will enhance the efficiency and consistency of contracts handled by the Office of the Vice-President, Research and Innovation (OVPRI).

As of December 6th, 2021, Research Management Services (RMS) will be responsible for the intake and triage of all contracts and agreements coming from Faculties and will distribute them to the appropriate OVPRI office responsible for pre-award support, contract negotiations and authorized signature.

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To streamline processes in this new model, all files must be complete before being turned over to the appropriate office. This includes the submission of an RE form, signed by the Faculty Vice-Dean, Research. Therefore, faculties will be expected to exercise due diligence before submission. In cases where a file is incomplete, it will be returned to the originating Faculty.

In certain cases, contracts and agreements should be handled directly by the Faculty. Both [By-Law 3](#) and [Policy 36 - Procurement](#) provide guidance on which files should remain with the Faculty for execution (for example, conference support, personal consulting contracts, literature reviews, public tender procurement processes). Contracts and agreements of this category - if submitted to RMS - will be returned to the Faculty.

Faculties are requested to submit these specified contracts and agreements with the required accompanying forms (includes RE form, draft contract - if available) to the attention of: recherche.contracts_research.contracts@uottawa.ca. Please note that contracts for intake should no longer be submitted directly to Innovation Support Services (ISS).

OVPRI Responsibilities

Lead Unit	Category of Contracts and Agreements
RMS	<ul style="list-style-type: none"> • Governments, national • Associations and Foundations, national • Academic institutions, national
IREX	<ul style="list-style-type: none"> • Governments, international • Associations and Foundations, international • Academic institutions, international
ISS	<ul style="list-style-type: none"> • Industry partners, national and international • National Research Council (NRC) and Defence, national and international • All agency programs linked to private sector innovation • All Material Transfer Agreements (MTA), Data Sharing Agreements (DSA) and Non-Disclosure Agreements (NDA)

Other Unit Responsibilities

Faculty Vice-Dean, Research	<ul style="list-style-type: none"> • Conference support, national and international • Personal consulting contracts • Literature reviews • Public tender procurement processes
Member of the Association of Professors of the University of Ottawa (APUO)	<ul style="list-style-type: none"> • Outside professional activities as per Article 33 of the 2021-2024 Collective Agreement

We trust that the changes beginning next week will over the long term greatly improve OVPRI's support for research contracts. We thank you for your patience during the transition and for your ongoing collaboration.