

**Queen’s Research Centres and Institutes**

 **Research Plan**

Please review the [*Policy on the Establishment of Research Centres and Institutes*](https://www.queensu.ca/secretariat/policies/senate/policy-establishment-research-centres-and-institutes/procedure-establishment), the [*Procedure for the Establishment, Categorization, Renewal and Dissolution of Research Centres and Institutes (Procedure A)*](https://www.queensu.ca/secretariat/policies/senate/policy-establishment-research-centres-and-institutes/procedure-establishment) and the *Procedure for the Administration of Research Centres and Institutes (Procedure B)* in advance of preparing your Research Plan.

Research Centres and Institutes (RCIs) are required to submit a Research Plan for establishment and renewal. As part of the establishment and renewal process, the Senate Advisory Research Committee (SARC) will review all Research Plans based on the overarching Senate approved criteria outlined in the Policy:

* Alignment with the Queen’s Strategic Research Plan
* Research Excellence
* Evidence of Collaboration
* Training and Development of Highly Qualified Personnel
* Knowledge Mobilization Activity

**Complete the following sections within in each box, adhering to the noted page limits.**

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| **Research Centre/Institute Name:** |
| **Director/proposed Director (name, appointment, Department). Directors are normally appointed for a five-year term and must be a full-time faculty member of the Queen’s University.** |

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| **Executive summary providing an overview of the RCI, including vision, objectives and five- and ten-year milestones. (1 page)** |

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| **Rationale for the need to establish/renew the RCI, including the category the RCI seeks to be established/renewed under (i.e., Tier 1, Tier 2). *See appendix A for categories.* Identify the central research questions(s) by which the RCI will be guided. Illustrate how the RCI aligns with** [**Queen’s Strategic Research Plan**](https://www.queensu.ca/vpr/sites/webpublish.queensu.ca.vprwww/files/files/SRP%20pages/SRP2018/20180406StrategicResearchPlan2018FINAL.pdf)**. (2 pages)** |

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| **Identify how the RCI will advance research excellence (including metrics\*) in the areas below, as applicable. (2 page). These metrics will be used to evaluate the success of the RCI over the course of its term.*** **Leading edge research**
* **International recognition**
* **International impact**
* **National recognition**
* **National impact**

**\*Metrics applicable to the above may include, but are not limited, to the following:****Citations, publications, awards and prizes, funding (grants, contracts, etc.), commercialization, patents, licensing agreements, industry partnerships, infrastructure, economic development, performances, exhibitions, impact on community, community engagement, policy engagement, media presence, invited keynotes and editorships, organization of national and international conferences, leadership roles in discipline specific organizations, participation in research consortia, etc.** |

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| **Regional, national and international evidence of collaboration evidenced by the following, as applicable: (1 page)*** **Co-publications, co-funding, research partnerships**
* **Interdisciplinary (i.e., inclusion of membership representation aligned from two or more tri-council funding agencies)/cross-Faculty and/or high impact discipline specific research**
* **Knowledge translation and/or outreach activity: community, professional, sector**
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| **Identify training and development of Highly Qualified Personnel (HQP) the RCI plans to undertake, or has undertaken, as applicable. Demonstrate how this is differentiated from the training and development of HQP by the relevant Department(s) and Faculty/Faculties. (1/2 page)**  |

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| **Highlight Knowledge Mobilization activity, including metrics the RCI will use to measure activity. (1/2 page)**  |

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| **List all academic members of the RCI (Note: for Tier 1, a minimum of 10 Queen’s tenured or tenured track faculty (or clinicians with protected research time) must be identified in the Research Plan)** |

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| **Equity, Diversity, Inclusion and Indigeneity (EDII) (1/2 page)****Provide the following:**1. **information about the RCI’s specific challenges related to EDII;**
2. **the best practices that will be applied for each of the following elements, and a brief explanation of how each practice applies to the RCI’s specific context, how it will be implemented, the expected impacts, and how the impacts will be measured:**
	* **RCI composition and team/member recruitment processes;**
	* **training and development opportunities; and**
	* **inclusion**

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**Appendix A**

**Research Centres and Institutes Categories**

The following is in place for 2020-2023:

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| **Criteria** | **Tier 1** | **Tier 2** | **Group** |
| Alignment with Queen’s Strategic Research Plan | X |   |   |
| Research Excellence: |
| *A) Leading Edge Research1* | X | X | X |
| *B) International Recognition* | X |   |   |
| *C) International Impact* | X |   |   |
| *D) National Recognition* | X | X | X |
| *E) National Impact* | X | X | X |
| Regional, National and International evidence of collaboration: |
| *A) Co-publications, co-funding, research partnerships* | X | X | X |
| *B) Interdisciplinary2/Cross-Faculty and/or high impact discipline specific research* | X |   |   |
| *C) Knowledge translation and/or outreach activity: community, professional, sector* | X | X |   |
| Training and Development of Highly Qualified Personnel | X | X |   |
| Knowledge Mobilization Activity (Metrics defined by applicants) | X |   |   |
| Defined membership3 and identified leadership | X | X |   |

*1 As evidenced collectively by, for example: citations, publications, awards, funding, performances, exhibitions, impact on community, etc.*

*2 In this instance, interdisciplinary is to be evidenced by inclusion of membership representation aligned from two or more tri-council funding agencies*

*3 For Tier 1, a minimum of 10 Queen’s tenured or tenured track faculty (or clinicians with protected research time) must be identified at application*