

AC.4.1.3	
PEER REVIEW PANEL	
Section:	Academic/Student (AC)
Subject:	Applied Research
Legislation:	
Effective:	January 30, 2007
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to contribute to economic development by providing applied research and development, technology transfer and pre-commercialization services to industry customers and partners in areas of Institute expertise.

PROCEDURE

Mandate of the Peer Review Panel

The Peer Review Panel shall review all Applied Research project proposals pursuant to the evaluation criteria referenced below. The Peer Review Panel shall also determine the level of funding from the Applied Research Fund that it deems appropriate for the project.

Evaluation Criteria

The Peer Review Panel shall assess the desirability of applied research project proposals against the following criteria:

- Aligns with the key components of SAIT Polytechnic’s strategic plan, including Leadership in Learning, World Class Service Culture and Entrepreneurial Outlook.
- Aligns with SAIT’s applied research capabilities.
- Is relevant to the needs of business, industry, and external organizations.
- Builds relationships and fosters collaborative innovation efforts between faculty, students and industry.
- Enhances the experience of students at SAIT.
- Provides direct benefits to SAIT in supporting increased research activity and research infrastructure.
- Draws requested funding from external sources, and encourages and provides substantial capacity and growth in areas of applied research at SAIT.

The official controlled version of this document is held in the Board of Governors Office.



Terms of Reference

The SAIT Peer Review Panel shall:

1. Ensure evaluation criteria remain current and consistent with SAIT's vision and mandate as they relate to applied research.
2. Approve, reject or propose modifications to any applied research project proposal submitted.
3. Approve, reject or propose modifications to the level of funding requested from the Applied Research Fund.
4. Conduct objective face-to-face reviews, where deemed appropriate, and provide timely responses to all applied research project proposal applications.
5. Render a decision no more than 45 days from the receipt of a properly-completed application.
6. Provide the principal investigator with the reasons for decision in a situation where it rejects a applied research project proposal.
7. Forward one copy of each Applied Research project proposal it reviews to the Applied Research and Innovative Services office, for record-keeping purposes.

Membership

The SAIT Peer Review Panel shall consist of a Dean-appointed representative from every academic department, the Director of Applied Research and Innovation Services or his/her designate, and a representative from the Finance Department.

The Director of Applied Research and Innovation Services shall be the Chair of the Peer Review Panel. The Director will not vote on project proposals, except where necessary to break a tied vote.

Peer Review Panel meetings will occur monthly, with the annual schedule of meetings being determined at the first meeting. The minimum quorum for a Peer Review Panel meeting is 2/3 of the membership. Absence from more than 2 consecutive meetings will result in a member being asked to step down from the panel.

Members will have a minimum of 10 days to review project proposal submissions, prior to a Peer Review Panel meeting. A member who is in a conflict of interest position or who is unable to provide an objective assessment of a project proposal must remove himself/herself from the review process for that proposal.

POLICY/PROCEDURE REFERENCE

- AC.2.11.1 Intellectual Property
- AC.2.11.2 Revenue Sharing and Commercialization
- AC.3.10 Ownership of Student Produced Materials
- AC.4.1 Applied Research Services
 - AC.4.1.1 Applied Research Services
 - AC.4.1.2 Financial Management of Applied Research Projects

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