

Appendix B: Completing and Submitting a Declaration of External Research Activity

Associated Policy: Research Policy on External Research Activities (Faculty)

Policy Sponsor: Vice President Research and Innovation

Date: June 24, 2016

Purpose:

To support the administration and implementation of the Policy on External Research Activities through submission, review and recording of Declaration of External Research Activity forms.

Definitions:

External Research Activities: the use on behalf of individuals or agencies outside of the University of essentially the same scholarly expertise that faculty use for their University position but take place outside of the Faculty member's regular duties. External Research Activities are activities for which the Faculty member has the wherewithal (intellectual, human and equipment resources, data, etc.) to perform the activity independently of his/her employment at Trent University. Such activities can include, but are not limited to, consulting, providing expert testimony, drafting reports, recommending methodologies, reviewing technical materials or reports. Faculty may be remunerated or volunteer to engage in external research activities.

Activities not Proscribed by this Policy: Honorarium, royalty, or other such payments may be made to faculty members on the basis of long-standing academic traditions or arrangements, including those pertaining to such activities as: writing of works of scholarship or research (e.g. books, textbooks, papers and reviews); leadership in learned and/or professional societies; assessments of scholarly works; participation in academic conferences, invited seminars and lectures; providing expert testimony; advising or serving on government councils and adjudicatory bodies.

Procedure:

- **Step One:** The Director, Office of Research and Innovation, posts and maintains the Declaration of External Research Activity Form on the Research website, including instructions for completing and submitting the form.
- **Step Two:** Faculty members complete the Declaration of External Research Activity Form prior to engaging in the External Research Activity
- **Step Three:** The Director, Office of Research and Innovation, receives, reviews, and records the Declaration of External Research Activity. Following their review, they submit the form to the Vice President, Research and Innovation.
- **Step Four:** The Vice President, Research and Innovation, addresses any issues related to compliance with the Policy on External Research Activity and/or Conflict of Interest. Acknowledges the External Research Activity by signing the form.
- **Step Five:** The Director, Office of Research and Innovation, returns a copy of the signed Declaration of External Research Activity Form to the Faculty member.

Related Policies, Procedures and Guidelines:

- Research Policy on External Research Activities (Faculty)
- Conflict of Interest Policy

