

## SCHOLARS IN RESIDENCE POLICY

Adopted: May 2004

Revised: January 27, 2015

Effective: January 27, 2015

### 1. BACKGROUND

In May 2004, the Office of Professional Development and Research established a program entitled *Dawson Scholars in Residence*. This initiative addresses the fact that many of Dawson's funded researchers remain interested in continuing their research activities post-retirement.

### 2. PURPOSE

The Scholars in Residence Program offers support to retired researchers by granting access to services that would otherwise be terminated upon their retirement. The program is aimed at researchers both with and without external funding, who wish to continue self-directed research that began at Dawson College. The status of scholar in residence is a privilege accorded by the College and not a right, and is designed to give an institutional affiliation to non-clinical researchers or to clinical researchers who are affiliated with external groups.

### 3. ELIGIBILITY AND REQUIREMENTS

- a. The applicant should have a record of active research in any discipline during his or her tenure at Dawson College, and be in good standing at the College
- b. Applicants who have academic status at another institution should justify why they require additional affiliation with Dawson
- c. Dawson College must be mentioned as an affiliated institution in any publications or works stemming from research conducted while a Scholar in Residence
- d. Research involving human subjects is subject to review by the Dawson Research Ethics Board
- e. All research must be compliant with Dawson College's [Policy on Integrity and Scholarship in Research](#), the [Tri-Council Policy Statement, TCPS2](#) (2014) and the [Politique sur la conduite responsable en recherche des FRQ](#)
- f. Approval and renewal of the application is subject to assessment by the Academic Dean

### 4. APPLICATION PROCESS

To apply for the program, please send the following documents to the Research Office in 4B.3A-6 or by email to [research@dawsoncollege.qc.ca](mailto:research@dawsoncollege.qc.ca):

- A completed Scholars in Residence application form
- An updated curriculum vitae that includes a list of publications and grants awarded
- A maximum 1 page single-spaced statement of research, including a brief description of the candidate's previous research work, broad overview of proposed research themes and brief justification of how Scholars in Residence status will be used

These documents may be used in promotional materials and events by the Research Office. The candidate's dossier will be reviewed by the Academic Dean.

## 5. RENEWAL PROCESS

Scholar in Residence status is active for 3 years. At the end of the term for which Scholar in Residence status has been granted, the Research Office will contact the Scholar to request an update. If the Scholar wishes her/his status renewed, s/he should submit an updated CV with any changes from the previous term (e.g. new publications or grants). The Research Office will submit the renewal request to the Academic Dean, contact the applicant with the results and update the file.

## 6. SERVICES

Scholars in Residence will be granted the following privileges for a period of three years (renewable):

- A letter affirming his or her status as *Scholar in Residence* fellowship signed by the Academic Dean
- Dawson staff ID card
- Access to Dawson's library and inter-library loans
- Support from Dawson to acquire a library card from the Bureau de cooperation interuniversitaire (BCI, formerly CREPUQ)
- Dawson email address and access to Webmail
- Access to a self-financed budget code for use at the Dawson Print Shop
- Researchers may be granted access, upon request, to College facilities and equipment provided such facilities are available and their use is approved by the Academic Dean; insurance and liability will be taken into consideration.

## 7. ADMINISTRATION

Once approval is granted by the Academic Dean, the Research Office will contact Information Services and Technology, the retired Scholar's home department and the Academic Dean to inform these departments of the applicant's status. The Research Office will maintain a log of all decisions by the Academic Dean.

For retired faculty who apply as the Principal Investigator (PI) on a grant, or who are in the prolongation year of an active grant upon their retirement, the Research Office will develop an end of grant transition framework to ensure compliance with agency requirements. Some agencies require PIs to remain employed throughout their grant tenure, and subsequently, funds may have to be returned. In most cases for new applications, we would expect Scholars in Residence to be collaborators or co-applicants post-retirement. In cases where Dawson is expected to be the administrator of the grant, the PI and the College will negotiate an agreement before the grant is submitted regarding financial administration and indirect costs. In most cases, the College will require adequate compensation to offset costs associated with grants administration. Retired researchers are not eligible to receive financial support from the College.