

Guidelines for the Closure of a Centre or Research Collaborative**Office of Administrative Responsibility:**

Office of the Vice-President, Research

Policy Sponsor (Owner): Vice-President,

Finance and Resources /

Vice-President, Research /

Provost and Vice-President Academic

Procedures Approved by: Centres

Subcommittee

Category: Research and Scholarly Activities**Last Revision Date:** May 20, 2026**Effective Date:** May 20, 2026**Next Review Date:** January 1, 2027**Guidelines****1. Purpose of Guidelines**

These guidelines supplement the *Centres Policy* of the University of Saskatchewan.

These guidelines outline the processes for closing both centres and research collaboratives.

2. Rationale for Closure

As per the *Centres Policy*, centres are closed if annual reports are not submitted for two consecutive years, an unsatisfactory review takes place and efforts to address shortfalls are not effective, a majority of centre members recommend disestablishment, or if a provisionally-approved centre fails to submit a centre application.

Outside of the normal renewal cycle, the university may revoke the designation of a centre or research collaborative in response to fundamental performance problems, including reporting deficiencies, financial exigencies, and non-compliance with regulations or other reasons.

3. Closure of a Centre**3.1. Approval**

Proposals for disestablishing centres are first considered by the Centres Subcommittee of the Planning and Priorities Committee of University Council.

Positive recommendations from the Centres Subcommittee are then forwarded to the Planning and Priorities Committee for final approval. This decision is forwarded to University Council for information.

If the centre was established as a separate legal entity, the proposal must also be approved by the Board of Governors through its Governance and Executive Committee.

Depending on the size and complexity of the centre under consideration, this process can look quite different, involve significant interim reporting, and take varying amounts of time.

3.2. Process

Those interested in disestablishing a centre are encouraged to contact the Governance Office early in the process for guidance. Proponents are also encouraged to reach out early to the dean, executive director, or vice-president to whom the centre reports to work collaboratively through this process.

Proponents complete a Centre Disestablishment Form and submit it to the Governance Office, and this initiates the approval process described above. Forms include the following information:

1. Centre Basics

- Name of the centre.
- Reason why disestablishment is recommended.
- Anticipated date of disestablishment.
- The individual or team responsible for overseeing disestablishment.

2. Finances and Resources

- Briefly describe the process undertaken to review and close all funds associated with the centre, including managing the surplus or deficit.
- Provide confirmation that no financial liabilities remain or what is being done to address them.
- Briefly describe the process to review and dispose of all resources associated with the centre and its space.
- Provide confirmation that the centre's online presence will be eliminated.

3. Human Resources

- Describe the process to manage centre personnel, including steps taken to relocate or provide appropriate notice and layoff.

4. Communications and Stakeholder Relations

- Identify actions taken to date to inform or engage internal and external stakeholders. Be specific in terms of key stakeholders consulted.
- Outline any outstanding concerns related to the disestablishment for ongoing risk management.
- Describe the communication plans following official closure.

5. Endorsement

- Append a letter of support from the dean, executive director, or vice-president to whom the centre currently reports.

4. Closure of a Research Collaborative

4.1. Approval

A college or school makes a request to close a research collaborative, and this request is forwarded to the Vice-President Research for final approval.

4.2. Process

Those interested in closing a research collaborative are encouraged to contact the dean or executive director to whom the research collaborative reports to work collaboratively through this process.

Proponents complete a Research Collaborative Closure Form and submit it to the dean or executive director, and this initiates the approval process described above. Forms include the following information:

1. Research Collaborative Basics

- Name of the collaborative.
- Reason why closure is recommended.
- Anticipated date of closure.
- The individual or team charged with overseeing closure.

2. Finances and Resources

- Briefly describe the process undertaken to review and close all funds associated with the collaborative, including managing the surplus or deficit.
- Provide confirmation that no financial liabilities remain, or what is being done to address them.
- Briefly describe the process to review and dispose of all resources associated with the collaborative and its space.
- Provide confirmation that the collaborative's online presence will be eliminated.

3. Human Resources:

- Describe the process to manage collaborative personnel including steps taken to relocate or provide appropriate notice and layoff.

4. Communications and Stakeholder Relations:

- Identify actions taken to date to inform/engage internal and external stakeholders. Be specific in terms of key stakeholders consulted.
- Outline any outstanding concerns related to the closure for ongoing risk management.
- Describe the communication plan following official closure.

Upon receiving a completed proposal, the dean or executive director facilitates or provides college/school approval as appropriate.

The completed form is submitted along with a letter of support from the dean or executive director to the Vice-President Research for final approval.

For more information, contact the Governance Office:

governance.office@usask.ca

306-966-4632

Related Policies

[Centres Policy](#)

Revision History

Please list the historical information in chronological order from oldest to newest.

Date initially approved and date(s) re-formatted or revised	By who and what type of revision	Maintained by (Office of Administrative Responsibility)
September 2020	Creation of Guidelines	Governance Office
May 2026	Reformatting; create consistency; add clarity; consulted with OVPR	Office of the Vice-President, Research

Approval Path

- Centres Subcommittee