

Guidelines for the Establishment of a 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

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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 purpose of research collaboratives and the approval process and the content of proposals to establish them.

2. Purpose of Research Collaboratives

As per the *Centres Policy*, research collaboratives are multi-disciplinary research groups that are established to meet an emergent need, to incubate new collaborations, or provide profile to a group of researchers, but are not at a stage where they require the formal structure of a centre.

3. Approval Process

Research collaboratives are approved using processes determined by the college or school. This is facilitated by the dean or executive director after receiving a completed proposal.

The dean of the college or the executive director of the school provides a recommendation to the Vice-President Research on the establishment of a research collaborative for final determination.

4. Research Collaborative Proposals

Those interested in establishing a research collaborative are encouraged to contact the dean or executive director to whom the research collaborative will report and the Office of the Vice-President Research to work toward alignment of goals and to work collaboratively through this process.

Proponents complete a Research Collaborative Proposal Form (three pages maximum) 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 collaborative.
- Name of lead of the collaborative.

2. Rationale for the Research Collaborative

- What need or opportunity does the collaborative address at USask?
- How does the collaborative align with the priorities of the college/school and university?

3. Goals

- What are the objectives and goals of the collaborative?
- What are the major activities, outputs, and impacts that are anticipated to be undertaken within the collaborative to achieve its goals?

4. Membership

- Who are the members?
- If applicable, who are the external partners?
- What are the roles, responsibilities, and benefits of membership in the collaborative?

5. Financial and Resource Implications

- What are the anticipated and secured financial and other resources needed for the collaborative?

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 whom the collaborative will report to the Vice-President Research. This letter should indicate commitment of specific financial, space, or any existing personnel supports being allocated to the collaborative.

For more information, contact the Office of the Vice-President Research:

vpr_generalinquiries@usask.ca

306-966-8514

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