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## **MEMORANDUM**

**DATE:** September 29, 2009  
**TO:** All Faculty Members  
**FROM:** Dr. Terry Murphy, Vice-President, Academic and Research  
**RE:** Research Agreements Policy

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The Executive Management Group has approved a new and comprehensive Research Agreements Policy that covers research grants, contracts, and contribution agreements. The new policy can be found in the on-line Policies and Procedures Manual on the Saint Mary's website ([http://www.smu.ca/policy/documents/7-1004\\_ResearchContracts.pdf](http://www.smu.ca/policy/documents/7-1004_ResearchContracts.pdf)).

The policy is effective immediately, except new agreements that are currently under negotiation may be guided by the old policy provided that the negotiations are complete and the agreements signed by December 31, 2009. After January 1, 2010, all research agreements will fall under the new policy. Please remember that *all* grants and contracts need to be processed through the Research Grants Officer (Margaret Schenk) in the Faculty of Graduate Studies and Research and signed by me. Otherwise, they are not legally binding on the University.

When defining budgets or discussing costs of projects with external sponsors, researchers need to take into account both direct and indirect costs (see the Tables on pages 9 and 10 of the Policy).

I urge all researchers to make themselves familiar with the new policy. If you have any questions, please contact me at 902-420-5406 or t.murphy@smu.ca.