Applying and Reporting to the University Research Infrastructure Oversight Board (URIOB)

Amended Aug 2022

The purpose of this document is to assist with the preparation of establishment and funding requests pertaining to Core Research Platforms, for submission to the University Research Infrastructure Oversight Board. It acts as a companion to the **"Guidelines for the Governance and Review of Core Research Platforms."**

Core Research Platforms are designed to:
- Provide all McMaster researchers access to infrastructure, services and expertise needed to advance the University's research mission;
- Provide researchers with opportunities to extend the breadth of their research programs and integrate this research across disciplines;
- Ensure the development and sustainability of equipment, facilities, and entities for the future.

Establishment process for a _New_ Core Research Platform:

Key criteria for recognition as a Core Research Platform are listed below:
- Must be able to demonstrate the existence of multiple users;
- Must be accessible to all potential McMaster users on a fee-for-service basis, as appropriate for that facility;
- Must not have more than 80% usage arising from a single faculty member;
- Should demonstrate how the platform supports the Research Strategic Plan;
- Should support both research and training of research personnel including students.

Established Core Research Platforms are eligible to apply for significant support from the University Research Infrastructure Oversight Board (URIOB) which meets annually to consider requests.

The establishment process for a new Core Research Platform begins with the completion of the CFI Navigator template (linked below). ***This should be completed in all cases***, whether there is a substantial CFI funded component for the Core Platform or not. The Supplementary Info for new Core Research Platforms must also be completed and submitted as part of the application (linked below). The Navigator template will be submitted to the Director of Research Platforms Support and the appropriate Associate/Vice Dean(s) of Research. The establishment of the Core Platform will subsequently by considered by the URIOB for approval.

- CFI Navigator template - please create a profile and provide the associated word document
    - https://navigator.innovation.ca/en/create-or-edit-your-profile

- Supplementary Info for new Core Research Platforms
    - Resources for Researchers - Research & Innovation (mcmaster.ca)

The Director of Research Platforms Support is available to answer any questions on establishment including completion of the Navigator template.

Reporting Requirements:

The Director of each Core Platform will complete an annual report. This process will be managed by the Director of Core Platform Support, and the report should be completed upon their request. The report will be shared with the URIOB, and will be combined with other Core Platform reports into an aggregate document to be submitted for information to University Planning Committee, Senate and the University Board of Governors. The Report should be submitted using the University's Core Research Platforms Report Template distributed by the Director of Research Platforms Support.

Research Platform Pool:

External funding sources such as research grants will continue to be the first option for funding research infrastructure and certain operations. Requests for new or additional central university funding in support of renewal of research equipment or certain operational needs, may be made to the URIOB. The Board will make decisions on funding for renewal of research equipment or certain operational needs, where required.

For new RPP requests, complete the RPP request form (available from the Director of Research Platforms Support) and submit to the Director of Research Platforms Support ahead of the URIOB Fall Meeting. Urgent requests from the RPP can be accommodated in exceptional circumstances, and such requests should be discussed with the Director of Research Platforms Support and the relevant Associate/Vice Dean of Research.