



<b>Policy Number:</b>	62
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Approved By:	VP of Operations
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## Research Funding Policy

### Purpose

The purpose of this policy is to ensure that research funding received by the Alberta College of Acupuncture and Traditional Chinese Medicine (ACATCM) is used in an ethical and responsible manner and complies with all relevant Alberta laws and regulations.

### Scope

This policy applies to all research funding received by ACATCM, including grants, donations, and contracts from external sources.

### Policy

#### Principles

ACATCM will adhere to the following principles when accepting and managing research funding:

1. Compliance with Laws and Regulations
  - a. All research funding received by ACATCM will comply with Alberta laws and regulations.
2. Research Integrity and Ethics
  - a. All research projects supported by ACATCM will adhere to high standards of research integrity and ethics.
3. Transparency and Accountability
  - a. ACATCM will be transparent in its research funding processes and decisions and will be accountable for the use of research funds.
4. Fairness and Equity
  - a. ACATCM will ensure that all researchers have access to research funding opportunities and that funds are allocated in a fair and equitable manner.
5. Responsibility and Stewardship
  - a. ACATCM will be responsible and accountable for the proper stewardship of research funds.

#### Responsibilities

1. President

The President of ACATCM is responsible for ensuring that this policy is implemented, and that research funding is used in compliance with this policy.
2. Vice-President of Research and Scholarship

The Vice-President of Research and Scholarship is responsible for providing guidance and support to researchers in obtaining and managing research funding, ensuring that funding opportunities are communicated to all eligible researchers, and that all proposals comply with Alberta laws and regulations.

3. Researchers

Researchers are responsible for submitting proposals that comply with this policy, and for ensuring that research funds are used in an ethical and responsible manner.

## Procedures

1. Funding Acceptance

ACATCM will only accept research funding that complies with Alberta laws and regulations and does not compromise research integrity or ethics.

2. Proposal Submission and Review

- a. All proposals for research funding must be submitted to the Research and Scholarly Activities Committee and will undergo a review process that evaluates the merit of the proposal, compliance with Alberta laws and regulations, and alignment with ACATCM's research priorities.

3. Budget and Financial Management

- a. Researchers must develop a budget for their proposed research project that complies with Alberta laws and regulations and ensures responsible stewardship of research funds.
- b. The Research and Scholarly Activities Committee will monitor the financial management of research funds to ensure compliance with this policy.

4. Reporting

- a. Researchers must provide regular progress reports on their research projects to the Research and Scholarly Activities Committee and must submit a final report upon completion of the project.
- b. The final report must include a detailed accounting of research funds.

5. Non-Compliance

Any non-compliance with this policy will be reported to the President of ACATCM and will be subject to disciplinary action.

## Review

This policy will be reviewed every five years by the to ensure that it remains current with Alberta laws and regulations. Any necessary revisions will be recommended to the President for approval.