

OP8420 RESEARCH GRANT MANAGEMENT (INTERNAL PROGRAMS)

Records documenting the application for internal research grants.

Not used for applications for external research grant. See OP8410.

Example documents: applicants CVs, application documents, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.

OPR - University Research Services

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Successful Research Grant Application Files - Peer Review	ET + 5	3	D	YES
<i>Used for Advisory Research Committee (ARC)/Principal's Development Fund (PDF), Chancellor's Research Award, University Research Grant and other internal research grants applications. Records consist of hardcopy applications, copies of curriculum vitae, departmental approvals, research data summary and signature forms (signed copies), notification of award. For data in DSS system, see OP8410-40.</i>					
<i>ET Definition: Notice of the granting of an award is received.</i>					
Retention based on anticipated operational use.					
32	Successful Research Grant Application Files - Travel Awards	ET + 2	0	D	YES
<i>Records documenting application for Queen's Travel Awards and Queen's University Travel Awards for Postdoctoral. Includes cover letters, application forms, copies of invitation or acceptance to present a paper/chair a session, and other supporting documents.</i>					
<i>ET Definition: Award granted.</i>					
Retention based on anticipated operational use.					

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
33	Unsuccessful Research Grant Applications Files	ET + 2	0	D	YES
<p><i>Records consist of submission materials for internal research grant applications. For data in DSS system, see OP8410-40.</i></p> <p><i>ET Definition: Notice of grant not being awarded received.</i></p> <p>Retention based on anticipated operational use.</p>					

This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

GLOSSARY

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OP8420 was approved on 09/02/2009.