Research Security Outcomes Report

Name of the Institution:

[enter text]

Date:

[enter text]

IMPORTANCE OF COLLECTING PERFORMANCE DATA

Thank you for taking the time to complete this report. Support provided by the Research Support Fund (RSF), including its Incremental Project Grants (IPG) stream and Research Security funding, is an investment of public funds. The program's accountability responsibilities regarding the use of award funds include reporting to the Government of Canada and program stakeholders, including Canadians, about who receives support and how funds are used to meet the program's objectives. To help ensure accountability, award recipients must report annually on their use of funds and progress, and are required to publicly acknowledge their award funding to increase awareness of the value and impact of the program within the Canadian and international research enterprise. The information provided in this form will be aggregated to generate performance information on the entire program.

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The Tri-agency Institutional Programs Secretariat (TIPS), which is housed within the Social Sciences and Humanities Research Council (SSHRC), is responsible for the day-to-day administration of the following tri-agency programs: Canada Research Chairs Program, Canada Excellence Research Chairs Program, Canada 150 Research Chairs Program, Canada First Research Excellence Fund, Research Support Fund, Canada Biomedical Research Fund, and the New Frontiers in Research Fund. TIPS is strongly committed to protecting all personal information collected and used to carry out and manage its activities.

Personal information: Legislative authority to collect personal information derives from section 4(2)(a) of the *Social Sciences and Humanities Research Council Act.* Your data will be collected, used, disclosed and retained in accordance with the *Privacy Act.* It may be used for program operations (including future recruitment for merit review processes, where applicable), planning, performance measurement and monitoring, evaluation and audits, and in aggregate form to report to government or to the public.

For more information about how your personal information is collected, used, and disclosed, please also see the relevant agency's Personal Information Banks:

- Social Science and Humanities Research Council (SSHRC): PSU 941, PSU 942 and PPU 055as described in SSHRC's Info Source. The Personal Information Bank for the New Frontiers in Research Fund is in development.

For more information about your rights under the *Privacy Act*, or our privacy practices, or to access or correct your personal information, please contact SSHRC's (and TIPS') ATIP Coordinator at 613-992-1058 or ATIP-AIPRP@sshrc-crsh.gc.ca.

If you believe your personal information has been mishandled, or have concerns about agency privacy practices, you have the right to file a complaint with the Office of the Privacy Commissioner.

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Third-party hosting: The report is hosted on the platform of a third party, Voxco. As the servers used by Voxco are in Canada, the data is hosted in Canada.

Purpose of data collection: TIPS only collects the information needed to administer and monitor the program. The information and data provided in this report will be used to assess institutions' continued eligibility to the next Research Security competition, as well as to generate aggregated data on the program, report to the government and the program's governance committees on the program's performance, provide input for decision-making about program policies and procedures, and generate program evaluations and audits. If you have any questions or concerns on the annual progress report or if you need technical support, contact TIPS at information@rsf-fsr.gc.ca.

Consequences of not submitting the outcomes report: Refusal to submit the outcomes report may result in the termination of this funding and affect eligibility to the program.

Note:
- **By submitting your information, you are confirming that you have read and understood the Privacy Notice Statement outlined above and have provided your personal information in accordance with it.**
- **Personal information about a third party should not be disclosed within this report without their consent.**

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SUPPLEMENTARY INFORMATION

Acronyms

ATIP: Access to Information and Privacy

CIHR: Canadian Institutes of Health Research

IPG: Incremental Project Grants

NSERC: Natural Sciences and Engineering Research Council

PSU: personal information bank code

RSF: Research Support Fund

SMART: Specific, Measurable, Aligned with the wanted outcome, Realistic and Timely

SSHRC: Social Sciences and Humanities Research Council

TIPS: Tri-agency Institutional Programs Secretariat

Government Gouvernement
of Canada du Canada

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The Research Security Outcomes Report must be completed by all institutions that received Research Security funds in the reporting year. An institution must fulfill its reporting requirements for the reporting year for RSF, IPG and Research Security funds (as applicable) in order to remain eligible to the program.

PART A - UPDATE ON PROJECT(S)

1. Validate project information, funding and timelines for the project(s) identified in the research security application

Instructions:
Information in the table below was taken from the Research Security application submitted by your institution. Review this information and indicate whether this information is still accurate. There will be an opportunity to update the information in a subsequent question.

Note: All projects must correspond to the Research Security priority area

…

Project information						Timeline		
Project ID	Project name	Research Security funding amount for reporting period	Estimated additional funds, including in-kind	Total funding allocated to project for reporting period (all sources)	Source(s) of additional funding	Start date	End date	Is the information in this table still accurate? (Y / N)
Ex. 0001 – 20XX – 01	Project 1	50,000	100,000	50,000	ABC	April 20XX	March 20XY	If the answer is Y, continue to PART B. If not, proceed to item 2.

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Ex. 0001 - 20XX- 02	Project 2	50,000	100,000	50,000	DEF	July 20XX	May 20XY

2. Indicate changes made to the project(s) after the application was submitted

Instructions:

Provide updated information for the project(s) where information in the previous table is no longer accurate. Only enter information under the headings where changes were made. Leave the space blank under headings where the information submitted in the application is still accurate.

Project information						Timeline	
Project ID	New project name	New Research Security funding amount for reporting period	New additional funds, including in-kind	New total funding allocated to project for reporting period (all sources)	New source(s) of additional funding	New start date	New end date
Ex. 0001 - 20XX – 01							
Ex. 0001 - 20XX - 02							

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Report on progress made in achieving research security project objectives and outcomes for the reporting year

Examples of performance objectives, indicators and outcomes can be found in the Public Acknowledgment section of the RSF website.

Instructions:
- *Insert rows as needed.*
- *Performance Objectives: For each project, list the performance objectives identified in the Research Security application. Free form—maximum 20 words.*
- *Indicator(s): For each objective, describe the indicator(s) used to monitor success and, when possible, present the observed result for the indicator. Free form—maximum 200 words.*
- *Actual results/outcomes/impacts: In point form, describe the actual results/outcomes/impacts achieved during the reporting period. Free form—minimum 50 words, maximum 500 words.*
- *Status: Choose the status that best describes the performance objective or project. If the project was delayed or cancelled, provide a rationale in the field to the left of the status columns. If delayed, indicate the anticipated completion date.*

Project ID	Performance Objective(s)	Indicator(s)	Actual results/outcomes/ impacts OR rationale for delay/cancellation	Status				If the project is delayed indicate the anticipated completion date here
				Achieved	In progress	Delayed	Cancelled	
Ex. 0001 – 20XX – 01	***Free form*** **SMART performance objective #1**	***Free form***	***Free form***	☐	☐	☐	☐	
	Free form **SMART performance objective #2**			☐	☐	☐	☐	

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Ex. 0001 - 20XX– 02	*Free form* ***SMART performance objective #1***	*Free form*	*Free form*	❑	❑	❑	❑
	Free form ***SMART performance objective #2***			❑	❑	❑	❑

PART C - REPORT ON RESEARCH SECURITY PROGRAM OUTCOMES (PROGRAM MONITORING)

1. Have the Research Security funds received by your institution been used to hire full-time research security staff (facilitators, officers, etc.)?

   Yes [continue to question 1.a. below]

   No [proceed to question 2. below]

1.a. If yes, indicate how many full-time equivalents (FTEs) have been hired as research security staff (facilitators, officers, etc.): _____
[Enter number]

2. Have the Research Security funds received by your institution been used to provide research security training for the research office staff, faculty, and others?

   Yes [continue to question 2.a. below]

   No [proceed to question 3. below]

2.a. If yes, indicate how many research office staff, faculty and others have been trained: _____ [Enter number]

3. Please rate the extent to which the Research Security funds have contributed to increasing the research security capacity within your institution to

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assess and mitigate the potential risks to research security at your institution.

> 1 - No impact (the institution could easily compensate for the loss of Research Security funding in that category)
> 2 - Minimal impact (without Research Security funding in that category, activities would be minimally affected)
> 3 - Some impact (without Research Security funding in that category, activities would be somewhat affected)
> 4 - Moderate impact (without Research Security funding in that category, activities would be moderately affected)
> 5 - Significant impact (without Research Security funding in that category, activities would be significantly affected)
> 6 – OTHER

3.a. If you selected "Other", explain and [go to 4]

Maximum 500 words Free Form

4. Check the Research Security activities undertaken in your institution to mitigate risks in research and support research operations. Check all that apply.

Activity	Check all that apply
Undertaking institutional support for the completion of grant and award applications/research proposals	❑
Development of mitigation measures across risk areas (physical, cyber, partnerships, intellectual property, people)	❑
Salary and benefits for staff who assist, coordinate, and support the federally funded research enterprise	❑
Training (e.g., workshops) and the development of guidelines/procedures/process	❑
Development of action plan(s), environmental scans, and system reviews/assessments	❑

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Acquisition/maintenance and/or upgrade of research security systems (e.g., software/software licenses, computer hardware, research data applications)	❑
Other: Add a row for each additional activity (if any)	❑

5. Please report a meaningful example of how the Research Security funding helped your institution optimize the protection of research, intellectual property, and knowledge development (if applicable).

Maximum 200 words Free Form

PART D - ADDITIONAL COMMENTS

1. **Has your institution encountered any challenges during the reporting period in implementing its Research Security projects? (Including during the application and/or post-award phases)?**
   Yes [provide more detail in the space below]
   No [proceed to ending message]

2. **If yes, please describe the challenge(s) encountered and outline steps taken to resolve the issue(s).**

   [provide more detail in the space below]

   Maximum 500 words Free Form

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Thank you for filling out this report.