

# Saint Joseph University

## Roles and prerogatives of the people involved in research

**This text describes the roles of people working in research or concerned by this activity on the academic and administrative level.**

**1- The researcher:** *He's an essential element in the chain, and can be a teacher-researcher, a researcher, a doctoral student or post-doc.*

**Role:**

- Do research
- Lead the research team if there is one under his authority

**Prerogatives:**

- Complete the research
- Comply with the approved research protocol and the proposed schedule
- Comply with submission dates:
  - for requesting funding for research projects
  - activity reports
- Add value:
  - Publish
  - Transfer knowledge

**2- The research delegate** *(elected by the Council of his institution)*

**Role:**

- Coordinate research in the institution he represents and ensures its execution in agreement with the coordinator and the Vice-rector for research

**Prerogatives:**

- Disseminate research-related information to colleagues in the institution
- Validate projects submitted by researchers on the electronic research platform before their submission to the head of the faculty (*evaluation grid of a research project by faculty*)

**3- The Dean**

**Role:**

- Organize research activity in his institution: structures, projects, four-year plan, budget forecasts
- Create the necessary conditions for the production of quality research in his institution

**Prerogatives:**

- Encourage teacher-researchers to set up research projects

- Validate research projects after their transmission by the Delegate: review of scientific value, feasibility (schedule and budget) and priority for the institution
- Submit the evaluated projects to the Council of his institution for approval before their submission to the Research Council

#### **4- The Ethics Committee**

##### **Role:**

- Ensure the proper application of ethical principles of research involving human or animal subjects

##### **Prerogatives:**

- Validate research projects after their transmission by the Delegate: review of ethical aspects

#### **5- The Scientific Research Commission**

*(All the delegates by campus / field, chaired by a coordinator appointed by the rector)*

##### **Role:**

- Select the projects according to the general axes selected;
- Closely monitor the projects presentation and their budget establishment;
- Regularly check the work progress, in quantity and quality (*activity report*);
- Encourage the multi-disciplinarity and above all interdisciplinarity principles and ensure their application;
- Help researchers find, as much as possible, sources of funding outside the University.

##### **Prerogatives:**

- Validates research projects after their transmission by the Ethics Committee: review of the multidisciplinary aspects and the general quality of the file.

#### **6- The research Council**

##### **Role:**

- Ensure the qualitative and financial monitoring of ongoing research.
- Prepare research-related policies and procedures
- Award a research allowance or finance the purchase of equipment necessary for an ongoing research.
- Organize research Days
- Develop research valorization and technology transfer

##### **Prerogatives:**

- Decide on research projects submitted by scientific commissions.
- Evaluate the opportunity of creating new research structures or themes?
- Evaluate research structures?

#### **7- Faculty Councils**

##### **Role:**

- Define the priority research axes with the dean
- Evaluate research projects submitted to the deans and validated by the delegates

### Prerogatives:

- Approve research projects to be set up in their institution before their submission to the ethics committee

## 8- The research structure directors

### Role:

- Centralize the research activity in places dedicated for this purpose
- Pool resources
- Establish quadrennial plans
- Solicit external and internal funds
- Ensure the interface between structures and social partners

### Prerogatives:

- Define with the Faculty Councils the lines of research and the possibility of their development according to human and material resources
- Manage space and research teams
- Report on the annual activities of their structures

## 9- Doctoral school directors

The schools contribute to the coherence and national and international visibility of the doctoral training offer of the related faculties as well as to the influence of research, in collaboration with the vice-rectorate for research.

### Role:

- Encourage students in doctoral schools to do research
- Request external doctoral funds for doctoral students from their schools
- Participate in the social Doctorates-partners interface and research projects

### Prerogatives:

- Select priority projects for internal funding
  - Implement a policy for the choice of doctoral students based on explicit criteria, organize within the framework of the policy of the involved faculties and that of the vice-rectorate for research, the allocation of the funding allocated to them, in particular the allocation of research granted by the USJ Research Council
  - Ensure the quality of the supervision of doctoral students by the research teams,
  - Ensure compliance with the thesis charter and implements it.
  - Help doctoral students to prepare and defend their thesis in the best conditions.
  - Organize scientific and intellectual exchanges between doctoral students.
  - Bring, in collaboration with the vice-rectorates for research and foreign affairs, a national and international openness, in particular within the framework of cooperation actions conducted with higher education establishments or foreign research centers, in particular by promoting international co-supervision of theses.