



RA5650: Research Administration – Research Grants, Awards and Honorifics		
University of British Columbia RECORDS SCHEDULE		Schedule Number: RA5650
Primary Title: Research Grants, Awards and Honorifics		Office of Primary Responsibility (OPR): UBCV: Office originating research UBCO: Office originating research, Office of Research Services
<p>Records supporting internally and externally adjudicated research grants and awards as well as sponsored chair, professorship and distinguished scholar honorifics funded by endowments. The records include committee records such as agendas, minutes, lists of applicants/projects, applications and proposals, copies of ethics clearances and other required certification, and related correspondence. For external research, grants and awards records include the submission package, correspondence and notification of decision.</p> <ul style="list-style-type: none"> • For University Killam Professor see UG8150: University Governance – Administrative Governance – Board of Governors • For student awards see ST6900: Students – Student Awards, Bursaries and Scholarships 		
Vital: No		PIB: Yes
Authority: BoG Policy LR1: Honorifics Policy BoG Policy LR5: Research Grants Policy Policies, guidelines, or contractual requirements of research sponsors		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date record is superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date record is superseded or obsolete
10	External Grants, Awards	EV+7Y, D EV=At closure of research account unless otherwise defined by research sponsor



15	Internal Adjudication Committee All internal committees adjudicating research grants and awards.	AY+7Y, SR SR=UA will selectively retain records from this series
25	Sponsored Research Administration	EV+7Y, D EV=At closure of research account
45	Issues	CY+10Y, D

Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for *source of truth* records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year