

RESEARCH OVERHEAD COSTS

Policy Number: CG-2	Approved: November 23, 2013	Scheduled Review: August of each fiscal year
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Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

Conditional grants and research/development contracts provide funding to assist AAC in meeting its vision, mission and mandate in service of its members. Many research institutions apply an overhead administrative cost, often calculated as a percentage of the total research cost.

Purpose

This policy seeks to outline the AAC response to the proposed application of an overhead administrative cost for research projects/contracts.

Policy

While conditional grants and research/development contracts are a source of funding to AAC, it is essential to ensure that the work of the grant/contract is adequately resourced so as to not put a strain on the financial and/or human resources of the organization.

As research funds are most often provided by an external agency and as these funds are limited, the AAC Board of Directors does not authorize additional overhead costs for research contracts. Any research agreement with an independent researcher and/or research institution must remain within the parameters of the agreed upon fee for the research services.

Procedures

- The Executive Director will provide a copy of this policy upon request and as required to any researcher and/or research institution as research contracts are being negotiated.

Responsibilities

It shall be the responsibility of members of the Board of Directors to

- receive information in regard to any difficulties encountered in enacting this policy.

It shall be the responsibility of the Executive Director to

- provide a copy of the policy as required and upon request of any researcher and/or research institution during research contract negotiation processes;
- ensure that any research agreement with an independent researcher and/or research institution remains within the parameters of the agreed upon fee for the research services; and
- keep the Board of Directors apprised of any difficulties encountered in enacting this policy.

Related Documents

- AAC Policy Manual
- *AAC Bylaws* (current)

Authorization

Signature of Chairperson

John Waterhouse

Name of Chairperson

November 23, 2013

Date