Approving University Official(s): Academic Council
Responsible Unit: Director of Academic Research
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Institutional Approval to Conduct Research at Yorkville University – Procedures

Associated policy: *Institutional Approval to Conduct Research at Yorkville University – Policy*

Purpose

These procedures establish a clear and consistent framework for the implementation of the *Institutional Approval to Conduct Research at Yorkville University – Policy*. It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville University's ("Yorkville") commitment to consistent implementation of the policy.

Scope

This policy and its procedures apply to anyone intending to conduct research requiring participation by Yorkville University faculty, staff, or students, or that requires access to Yorkville records, facilities, or resources. Quality assurance or improvement studies, program evaluation activities, performance reviews, and testing conducted within normal educational requirements for internal purposes are not subject to the policy.

Definitions

See the *Institutional Approval to Conduct Research at Yorkville University – Policy*

Procedures

Procedures for requesting the Provost's approval:

1. Researchers prepare a summary of the proposed research project, including:
    i. A clear and concise statement of the nature, goals, methods, and anticipated outcomes of the research.
    ii. The setting/location of the research and the type of access to records, students, faculty members, and/or staff members requested.
    iii. An explanation of how participants will be recruited for the research and the nature of their participation.
    iv. The timing and duration of the research (start and end dates of the project and of each stage of the project if it has more than one part).
    v. A confirmation of Research Ethics Board (REB) review, including:
        i. A Certificate of REB Approval, or

ii. A letter from the Chair of the REB Committee confirming that the research is exempt from REB review, or
iii. A letter from the Chair of the REB Committee indicating that the study has received conditional approval pending confirmation of Institutional Approval (i.e., authorization to access Yorkville University as a research site).
Note: In cases where REB approval is contingent on confirmation of institutional permission to conduct research at Yorkville University, the REB may issue a conditional letter confirming in-principle approval.

2. Confirming Campus- or Site-Level Support
    a. For projects taking place at a single Yorkville campus or site:
        i. Researchers submit the above summary of the project to the VPA of the affected campus or CEO (if the research is situated at head office) to obtain a written confirmation that the proposed research project will not unduly disrupt the normal routines of students, faculty members, and staff members at the campus.
        ii. Once VPA's confirmation and approval is received, the researchers forward this confirmation to the Director of Academic Research who will then seek the Provost's final approval and communicate the outcome to the researchers.
    b. For multi-campus or university-wide research projects:
        iii. For research projects involving multiple Yorkville campuses and/or Head Office staff, VPA consultation will be coordinated through the Academic Leadership Team (ALT). ALT will review the proposed research projects and make a recommendation to the Provost, who retains final decision-making authority.

3. Guidelines and forms: The Director of Academic Research may develop and, with the Provost's approval, publish additional guidelines, forms, and similar documents for the implementation of the Institutional Approval to Conduct Research at Yorkville Policy.

Related Information

- Institutional Approval to Conduct Research at Yorkville – Policy.
- Responsible Conduct of Research, Scholarly, and Creative Activities Policy. (In development.)
- Responsible Conduct of Research, Scholarly, and Creative Activities Procedures. (In development.)
- Conducting Research at Yorkville – Institutional Approval Policy.
- Conducting Research at Yorkville – Institutional Approval Procedures.
- Indigenous Knowledges Policy and Guidelines. (In development.)
- Support for Scholarly Activity Policy.
- Support for Scholarly Activity Procedures.
- Support for Scholarly Activities Committee Terms of Reference.
- Faculty Professional Development Policy.
- Faculty Professional Development Procedures.
- Ethical Conduct of Research Involving Humans Policy.

- Ethical Conduct of Research Involving Humans Procedures.
- Yorkville Research Ethics Board Terms of Reference.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Dr. Thu Le, Director of Academic Research
Email: oar@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	June 24, 2020	Creation of President's Guidelines	President
1.1	August 28, 2025	Creation of stand-alone policy	Academic Council
1.2	September 25, 2025	Updated to new template	-