

GUIDELINES FOR CENTRES FOR RESEARCH-BASED INNOVATION AT NMBU

Adopted by "Fellesstyret" (the Joint Board) on 19.12.13, FS item 184/2013. The guidelines apply to Centres for Research-based Innovation (CRI¹s) consented to by the Research Council of Norway (RCN) and where NMBU is the project manager and host institution².

The guidelines shall:

- Ensure that CRIs are well-anchored in the administration of the university, faculty and department
- Clarify the roles of, and division of responsibilities between, the university's administration, the host department and the departments involved with regard to the organisation and operation of CRIs
- Clarify that CRIs are independent from an academic and management perspective
- Clarify how CRIs form an integral part of NMBU's organisation
- Clarify financial obligations

These guidelines supplement [Centres for Research-based Innovation \(CRIs\). Requirements and guidelines. Research Council of Norway, June 2013](#)³.

1. BACKGROUND

- 1.1. CRIs at NMBU must at all times follow and comply with the guidelines and requirements issued by the RCN for CRIs.
- 1.2. CRIs at NMBU are fixed-term research centres affiliated with NMBU as the host institution and project manager. The name of the individual CRI must provide an academic understanding of what the centre works on.
- 1.3. CRIs shall have a public profile and be marketed as a Centre for Research-based Innovation, using RCN's logo for CRIs.

2. ORGANISATION

- 2.1. CRIs must be affiliated with a host department.
- 2.2. Agreements shall be concluded between the host department and any other departments or units involved concerning the operation of the centre.
- 2.3. CRIs shall be academically and administratively independent from the host department and units involved in accordance with the principles set forth in these guidelines.
- 2.4. CRIs shall be headed by a centre manager who is responsible for the day-to-day operation of the centre. Decisions about the day-to-day operation of the centre shall be taken by the centre manager. The centre manager shall be appointed by the University Board, following a proposal by the host department's board. The centre manager's term of office shall match the centre's fixed-term (5 years, plus a possible extra 3 years).

3. BOARD AND ADMINISTRATION

- 3.1. The centre shall establish its own board consisting of representatives of the CRI consortium's participants. The centre manager shall be the secretary and agenda manager for the board. The board shall consist of the head of department at the host department, one representative of the centre's staff, elected by the centre's staff, and at least one representative from each partner. If more than one department is participating in the CRI, these shall

¹ CRI; In Norwegian, Senter for forskningsdrevet innovasjon (SFI)

² "A CRI is a fixed-term research centre affiliated with a research institution or enterprisethat is responsible for its activities, hereinafter referred to as the host institution."

The host institution shall be named as the applicant for grants and status as a CRI, be the project manager in any contract concerning the centre that is concluded with the Research Council of Norway, ref. item 1.2, and bear practical, academic and financial responsibility for the establishment, operation and winding up of the centre. The agreement stipulates the host institution's right to call the centre a CRI and use the Research Council's CRI logo." (from item 2.3. in "Centres for Research-based Innovation (CRIs). Requirements and guidelines." Research Council of Norway, June 2013.)

³ The Norwegian-language documents and funding announcement from the RCN are the legally binding version

also be represented on the board. NMBU's board members are appointed by the department board of the host department and any participating departments, based on a proposal from the centre manager. The board shall constitute itself and elect one of the board members its chair. The board shall also have a deputy chair. Deputy members shall not be appointed.

- 3.2. The board's term of office shall match the centre's fixed-term, which for the first period is 5 years and for the second period is 3 years.
- 3.3. NMBU, as the host institution, and the partners shall conclude a consortium agreement based on the Research Council's template (ref. item 3 of the RCN CRI guidelines).
- 3.4. The centre's board shall ensure, decide and implement measures that mean that the project's main objectives, secondary objectives, schedule and dissemination plan are followed up and implemented as described in the project description, in the contract with the Research Council, and within the given budget and time frames. The centre's board shall quality assure the annual reports for the Research Council. The centre's board shall, each calendar year, consider and approve the accounts, budget and work plan, and ensure it is operating properly and in compliance with the contract between NMBU and the Research Council, as well as the consortium agreement. The CRI's accounts and annual report shall form part of the supporting documents for the university administration's annual guidance dialogues with the units.
- 3.5. Apart from that which has been mentioned, the centre's administration, chair of the board and the administrations of the host department and units involved shall meet at least twice a year in order to discuss and assess the interaction between the units and the centre, and to propose and implement measures that contribute to a well-functioning and efficient partnership between the units and the centre.

4. LOCATION

- 4.1. CRIs for which NMBU is the host institution and project manager shall, as a general rule, be located in shared premises in, or in proximity to, the host department.

5. ADMINISTRATION

- 5.1. The centre can, by agreement, use the administrative services of the host department and can have a head of administration. The personnel costs associated with the head of administration shall be paid by the CRI. The host department shall set aside a small amount of administrative resources in order to service the centre, according to the same standards as for other research projects. This applies to resources such as assistance for the head of centre with respect to financial and accounting services, reception, post, office supplies, IT services and other relevant administrative services.
- 5.2. In cases where more than one involved department contributes administrative services to the centre, this shall be agreed between the departments.

6. FUNDING

- 6.1. Research communities that are funded by the RCN's CRI scheme shall receive an annual basic grant via NMBU's budget of NOK 1 million. This assumes the use of partial buy out of the head of centre and administrative support to the head of centre, ref. 5.1. The amount shall be regulated annually by the wages and price compensation stipulated in the national budget for the year for which the award applies. The centre will be funded according to this model for the first 5 years of the centre's life, with the possibility of a grant for a further 3 years. The size of the basic grant for the final 3 year period shall be decided by the University Board as part of the ordinary budget process. The grant for the CRI ceases when funding from RCN ceases.
- 6.2. The centre shall, at all times, normally have two recruitment positions from NMBU. The participating departments, shall also, at all times, normally grant two recruitment positions to the centre.
- 6.3. The centre's tasks and budget shall be set forth in the contract between NMBU and RCN, in line with the decision by the University Board.
- 6.4. The centre's infrastructure needs shall be covered by the participating units, equivalent to 'ordinary' research projects. The costs of any infrastructure measures (e.g. remodelling of premises, scientific equipment) shall be covered by the participating units.
- 6.5. In the case of temporary scientific staff (e.g. PhD candidates, postdoctoral fellows, researchers, and professors) who are funded by the centre, the centre shall pay their operating and travel funds. When the host department or collaborating units fund a temporary position for the centre's activities, RCN's rate for the category position concerned shall be used.

- 6.6. The centre shall offer partial buy out from teaching for key researchers, in accordance with the budget and agreement with RCN. The centre manager recommends such buy outs. Such buy outs shall be decided by the head of department, in consultation with, and based on reasonable consideration of the needs of, the centre, department and university. A buy out for a semester must be agreed no later than in the previous semester before the teaching plan is set.
- 6.7. The centre shall pay the costs of announcements, recruitment measures, interviews, fees for external members of the assessment committee, measures for new staff, etc.

7. STAFFING AND PERSONNEL RESPONSIBILITY (MANAGEMENT RESPONSIBILITY)

- 7.1. The host department and departments involved bear personnel responsibility for full-time staff (scientific, technical and administrative staff) affiliated with the centre. The centre shall publicise which people are affiliated with the centre at any given time. The affiliation of the staff of the host department and collaborating units shall be determined upon the establishment of the centre and new appointments. The affiliation can be terminated if the centre manager and head of department so decide. New people can become affiliated when the centre manager and head of department agree on this.
- 7.2. The head of centre bears personnel responsibility (managerial responsibility) for people affiliated with NMBU whose project funds are more than 50% funded by the centre. In the case of other personnel who are affiliated with the centre (project funds less than 50% funded by the centre) the host institute or the collaborating departments shall bear personnel responsibility.
- 7.3. When positions at NMBU that will be affiliated with the centre are announced and filled, the centre shall propose the announcement's copy and how the announcement should be publicised. The centre shall propose the assessment committee for the individual positions. Recommendations and appointments shall follow NMBU's personnel rules.
- 7.4. The centre is responsible for performing research training through appointing PhD candidates, teaching in doctoral subjects and academic supervision. If teaching and academic supervision are performed by someone who is appointed with a teaching requirement at the department, this shall be included as part of the teaching requirement. If teaching and academic supervision are performed by someone who is employed at the centre with a regular teaching requirement, this shall form part of their duties at the centre. If teaching and academic supervision are performed by external people with no other engagement at the centre, this shall be paid for by the centre. The latter also applies for subjects that are announced and reported as part of the centre's activities, and the academic supervision of PhD candidates affiliated with the centre.

8. THE CENTRE'S TERM

- 8.1. The CRI shall initially have a fixed-term of 5 years. This can be extended for a period of 3 years, assuming that the Research Council recommends an extension and provides funds to run the centre for this new period. The University Board shall take the final decision about extending the life of a CRI.
- 8.2. The CRI shall form part of a long-term strategy for strengthening and developing research at NMBU. NMBU wishes to assess the possibility of continuing each individual CRI as a centre after 8 years, assuming that the centre has demonstrated extremely good results and has become a centre with a national and international reputation within its field. Any continuation of the centre after 8 years shall be based on an external evaluation of the centre and requires continued external funding, the support of the host department, faculty, collaborating units, and a decision by the University Board. In the event of an extension, the activities shall be placed in the university's current structure. Any decision concerning an extension shall apply for a fixed period of time.
- 8.3. When the funding from the RCN ceases, the host department and any collaborating department shall ensure that master's degree students and PhD candidates are given an opportunity to complete and conclude their studies as planned.