THE UNIVERSITY OF BRITISH COLUMBIA

Research Security
VP Research & Innovation

Post-Award Checklist

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This is a quick-glance guide to help you determine which research security requirements you may need to fulfill on an **ongoing** basis as part of the terms and conditions of your grant award.

If you have identified that your research is aiming to advance a sensitive technology research area, remember to:

- ☐ Inform your entire project team, including HQPs, of their individual obligation to not be affiliated with, or to receive funding or in-kind support from, any Named Research Organization;
- ☐ Inform new members that join the project team of the same obligations as part of your onboarding process.
- ☐ Ensure any new team members with named roles complete an attestation form and send it to the relevant granting agency prior to beginning work.

If you have a private-sector partner and have completed and submitted a risk assessment form for the research project, remember to share the risk mitigation plan with your team so they are aware of the required measures and to implement the measures you proposed, such as:

- ☐ Having your project team members complete any courses that you have identified, which may include:
  - ☐ Introduction to Research Security (UBC Workplace Learning – CWL required)
  - ☐ Cyber Security for Researchers (Government of Canada course – bank login may be required)
  - ☐ Safeguarding Research Partnerships with Open-Source Due Diligence (Government of Canada course – bank login may be required)
  - ☐ UBC Privacy Matters - Fundamentals Parts 1 (UBC Workplace Learning – CWL required)
  - ☐ UBC Privacy Matters - Fundamentals Parts 2 (UBC Workplace Learning – CWL required)
- ☐ Ensuring your project team members are aware of responsibilities relating to managing data throughout the project under UBC Policy SC14: Acceptable Use and Security of UBC Electronic Information and Systems and Information Security Standards. See also rdm.ubc.ca for data management resources.
- ☐ Periodically checking in with your private-sector partners for any changes that may require updates to your risk assessment form, such as any change in ownership, change in personnel involved as part of the research team, change in their motivation to participate in the research, or changes in the agreement on the intended use of research findings.
- ☐ Engaging, as required, with Innovation UBC on any intellectual property-related issues, such as invention disclosures as part of UBC Policy LR11: Inventions and Discoveries.

Questions?

Contact UBC's Research Security Team at research.security@ubc.ca.