

Terms of Reference for the
Western College of Veterinary Medicine
Companion Animal Health Fund

Last Revised: June 13, 2023

Approved at the WCVM Faculty Meeting of – June 28, 2023

1.0 Preamble

- 1.1 In this document, 'CAHF' or 'the Fund' means the Companion Animal Health Fund; 'WCVm' or 'the College' means the Western College of Veterinary Medicine; 'the Management Committee' or 'the Committee' means the Companion Animal Health Fund Management Committee; 'the Advisory Board' or 'the Board' means the Companion Animal Health Fund Advisory Board; 'Tuition Award' means a Companion Animal Health Fund graduate student tuition award; and 'Dr. Michael Powell Award of Excellence' means an award administered through the Companion Animal Health Fund, but endowed by Dr. Michael Powell for a graduate student award that covers a portion of tuition fees of the academic year plus \$1000. Finally, the 'Dr. Michael Powell Travel Award' is similarly endowed by Dr. Michael Powell, but administered through CAHF and is a travel award to graduate students to present research. For the purpose of this board and fund, companion animal is defined as any veterinary research related to feline, canine and exotic pet species that emotionally benefit humans, but not equine because of the overlap with the Townsend Equine Health Research Fund or any research related to any production animals.

The CAHF is a trust fund under the authority of the Board of Governors of the University of Saskatchewan. The Management Committee, defined and described in Article 4, is a committee of the faculty of the WCVm. The work of the Management Committee is aided by the Advisory Board which is defined and described in Article 5.

This document, containing Articles 1 through 11, was approved by the WCVm faculty at a meeting held on, June 28, 2023, and supersedes all documents of an earlier date.

2.0 Purpose

The purpose of the CAHF is to support advanced training in companion animal veterinary science, undergraduate veterinary education club activities and original companion animal research at the WCVm as well as travel related to these activities.

3.0 Goals

The goals of the CAHF are to:

- 3.1 support advanced research training of current graduate students at the WCVm conducting research in companion animal veterinary science through the Companion Animal Health Fund Tuition Award program;
- 3.2 provide grants and equipment awards to support and encourage research relating to companion animal health; and

- 3.3 provide information relating to the health, management, and welfare of companion animals to veterinary practitioners and companion animal owners
 - 3.4 provide funding for veterinary undergraduate clubs and their activities that fit within the aims of improving education for companion animals.
 - 3.5 provide travel awards to graduate students for the purposes of presenting their companion animal related research at a scientific meeting.
 - 3.6 provide one scholarship named in honour of Dr. Michael Powell (Dr. Michael Powell Award of Excellence) to cover a portion of tuition fees of the academic year plus \$1000.
- 4.0 Governance: Terms of Reference for the Companion Animal Health Fund Management Committee.

The Companion Animal Health Fund Management Committee is responsible for ranking and choosing awardees for the Dr. Michael Powell Award of Excellence, tuition awards, travel awards and student activity funds provided by the WCVM CAHF. Moreover, the CAHF Management Committee is responsible for approving the budget for yearly expenditures and opportunistic strategic funding priorities as presented by the Associate Dean Research and/or Chief Financial Officer of the WCVM. The CAHF Management Committee is a committee of the WCVM faculty.

4.1 Membership of the Committee

Members of the Management Committee are volunteers who are self-nominated faculty at the WCVM and serve as part of their administrative contribution for their faculty appointment at WCVM plus representatives from key student groups:

- 4.1.1 There are a minimum of five faculty members on the Committee. Faculty members serve for a period of three years and may serve consecutive terms, unless the new faculty is serving as a sabbatical replacement, in which case the term may only be for one year.
- 4.1.2 In addition to regular faculty members, the Dean and Associate Dean (Research) and the Chief Financial Officer of the WCVM serve as *ex officio* nonvoting members.
- 4.1.3 An undergraduate member at large (nonvoting) will be recommended by the Dean's office, but has traditionally been the president of the WCVM undergraduate small animal medicine club.

- 4.1.4 A graduate student member at large (nonvoting) will be selected by the Dean's office from names recommended by Departments or from self-nomination. The member will be in their second or later years of their program.
- 4.1.5 The managing editor of *Vet Topics* and the Alumni and Development Officer will be *ex officio* and a nonvoting member of the Committee.
- 4.1.6 The Research Office Analyst will be *ex officio* and a nonvoting member of the Committee, and will serve as secretary.
- 4.1.7 The Vice-Chair of the Committee will be elected bi-annually by the voting members of the Committee at the first meeting following appointment of the members. The Vice-Chair will become the Chair for the next two years or in circumstances where the Chair position is vacant.
- 4.1.8 The membership and Chair of the Committee will be reviewed annually in the spring meeting to account for sabbaticals/leaves and ensure appropriate numbers on the committee.

4.2 Functions of the Committee

4.2.1 Administrative

The Committee, in consultation with the Associate Dean (Research) of the WCVN, will:

- 4.2.1.1 annually review the purpose (Article 2), goals (Article 3), and priorities for the use of the CAHF in consultation with the Companion Animal Health Fund Advisory Board
- 4.2.1.2 annually refresh the committee with Terms of Reference of the Management Committee (Article 4) and Advisory Board (Article 5) and call for any needed revisions, with a minimum of every 5 years for detailed review; Any changes to the CAHF Terms of Reference approved by the CAHF Management Committee are required to be submitted to the WCVN Faculty Council for final approval
- 4.2.1.3 annually review and rank applications for Dr. Michael Powell Award of Excellence (Article 8) and travel awards (Article 7, twice annually), Companion Animal Health Fund Tuition Awards (Article 6)

- 4.2.1.4 annually approve total money available for funding CAHF grant applications each year based on the budget (Article 7) presented by the Associate Dean (Research) on behalf of the Research Office Analyst, WCVM. The committee will also review guidelines for the application and allocation of grants or equipment in aid of research from the CAHF and decide on priority areas, if any;
- 4.2.1.5 request, early in every new year, the Research and Graduate Studies Office of the WCVM to prepare: (a) an annual financial statement (based on the fiscal year) and (b) an annual budget for the Fund,c) Provide the fund balance as of December 31. The Committee will be responsible for the approval of both the financial statement and budget prior to both documents being presented to the Advisory Board for receipt by the Associate Dean (Research).
- 4.2.1.6 quorum for the CAHF management committee will be 50% plus 1 of the full fund management committee membership, not including nonvoting ex officio members. Majority will be 50% of the vote of those in attendance.

4.2.2 Fund Raising

The committee, in consultation with the College Alumni and Development Officer and Associate Dean (Research) of the WCVM will annually review donations coming into the fund and fund raising activities. All donations are processed through the U of S Alumni and Development Office and WCVM Dean's Office.

4.2.3 Communications

The Committee will be responsible for disseminating information which is deemed important in promoting the financial stability of the Fund. This information may include, but will not be limited to, fund raising and the allocation of funds. *Vet Topics* is one form of communication.

4.2.4 Roles within the Committee

- 4.2.4.1 For meetings of the Board and Committee, the Associate Dean of Research office analyst will schedule meetings and establish the agenda.

4.2.4.2 For meetings of the Board and the Committee, where funding decisions are made, minutes shall be taken by the Associate Dean of Research. For all other meetings, minutes shall be the responsibility of the Associate Dean of Research office analyst.

5.0 Terms of Reference for the WCVN Companion Animal Health Fund Advisory Board

The CAHF Advisory Board exists to provide guidance and assistance to the CAHF Management Committee.

5.1 Membership of the Board

5.1.1 Members of the Board will be appointed by the Dean of the WCVN upon the recommendation of the CAHF Management Committee.

5.1.2 Appointments are normally made for a period of three years and are renewable.

5.1.3 The Board will consist of:

5.1.3.1 representatives of the Veterinary profession and lay people from each of the four western provinces;

5.1.3.2 the Dean and Associate Dean (Research) of the WCVN (*ex officio*);

5.1.3.3 the Chair of the CAHF Management Committee (*ex officio*);

5.1.3.4 the Research Office Analyst, WCVN, who will be a non-voting member of the Board and normally act as secretary; and

5.1.3.5 the managing editor of *Vet Topics* and the Alumni and Development Officer will be *ex officio* and a nonvoting member of the Board.

5.1.4 Meetings of the CAHF Advisory Board may be chaired by the Dean or Associate Dean (Research), WCVN, or the Chair of the CAHF Management Committee.

5.2 Meetings

There will be at least one meeting of the Board each year. Normally, the meeting will occur prior to the call for grant proposals each year in late September. The Chair (or designate) and members of the Management Committee are invited to attend for information purposes only, in a non-voting capacity.

5.3 Functions of the Board

The Board will:

- 5.3.1 provide liaison between the companion animal interests in western Canada and the WCVN Management Committee;
- 5.3.2 assist with fund raising.
- 5.3.3 for a given year, the Board will advise the Management Committee with respect to priorities for the use of the Fund in the following year; and,
- 5.3.4 at the annual meeting the Advisory Board meeting will be held virtually.
 - 5.3.4.1 A virtual 'Lightning Round' open to the public, with Advisory Board and Management Committee members in attendance where currently funded CAHF projects are presented by graduate students or the Principal Investigator, followed by time for questions. This takes the place of a paper report listing currently funded CAHF projects
 - 5.3.4.2 the report of the activities of the CAHF Management Committee;
 - 5.3.4.3 the financial statement for the Fund;
 - 5.3.4.4 the report on the fund-raising activities of the Fund;
 - 5.3.4.5 the report on the CAHF Tuition Award Program and CAHF-funded undergraduate student club activities;
 - 5.3.4.6 Rank suggested research priority areas or suggest new priority areas, then vote to set the research priority areas that will be sent in the upcoming call for research proposals.;

6.0 The Companion Animal Health Fund Tuition Award Program

Support of the CAHF Tuition Award Program is the highest priority of the Fund.

6.1 Objective

The objective of the CAHF Tuition Award Program is to improve the health and health care of companion animals in western Canada through the development of scientists and clinical specialists in companion animal veterinary science.

6.2 Roles of the CAHF Management Committee

It is the responsibility of the Committee to:

- 6.2.1 approve, at the first meeting of the committee in each new year when the budget is presented, in consultation with the Associate Dean (Research) and the WCVF Financial Officer, the number of CAHF tuition awards to be supported in the upcoming competition. The Associate Dean (Research) will send out a letter of solicitation by February 15 to all WCVF faculty, graduate students and clinical trainees. Nominations should be accompanied by information as specified in the CAHF Tuition Award Application. Nominations will be received until **March 31**;
- 6.2.2. award holders must be a current graduate student (MVetSc, MSc or PhD, MSc in a clinical training program) in good standing with the College of Graduate and Postdoctoral Studies and involved with companion animal research or training.
- 6.2.3 provide funding for a portion of the cost of tuition for a year for awardees.
 - 6.2.3.1 Each student who is successful in receiving a CAHF tuition scholarship would receive minimum 60% student tuition coverage, regardless of whether the student is domestic or international, provided this is allowable within the established budget for the respective year. The CAHF management committee reserves the option to fund qualified applicants at a higher percentage rate, up to 100% per applicant, if there are fewer applications in a given year; noting that the funding would be maximally used within the established budget for each year
 - 6.2.3.2 The program or research supervisor of each CAHF Tuition Awardee can apply for funds to support the tuition awardee's research provided that the proposed research is in accordance with the CAHF guidelines and, if appropriate, receives approval by the University Committee on Animal Care and Supply. Suitable applications will be given higher priority for research funding in the annual CAHF grant-in-aid competition.

- 6.3 Conditions of receipt of CAHF tuition awards:
- 6.3.1 A CAHF tuition awardee must be a graduate student of a program in veterinary medicine.
 - 6.3.2 A CAHF Tuition Award is provided for one year duration, but a graduate student is eligible to reapply in subsequent years. Graduate students can hold the award for a maximum of 3 yrs. The tuition award is contingent on the awardee maintaining good standing with the College of Graduate and Postdoctoral Studies.
 - 6.3.3 All awardees must submit a progress report no later than the end of the year that they received their award. This progress report could take the form of an article for *Vet Topics* as outlined in Section 6.6.3 below or presentation of results at Advisory Board annual meeting as outlined in 5.3.4.1. **Progress reports by the awardee(s) will be submitted by February 15.**
 - 6.3.4 Students who receive a Dr. Michael Powell Award of Excellence are not eligible to receive a CAHF Tuition Award at the same time.
 - 6.3.5 This is not intended as an entry scholarship, only existing graduate students are eligible to apply.
- 6.4 Responsibilities of each CAHF Tuition Awardee:
- 6.4.1 The award of this scholarship is contingent upon continued registration and maintenance of good standing in the College of Graduate and Postdoctoral Studies and/or continuance into a WCVN approved post-DVM program on a full-time basis.
 - 6.4.2 This award was created to enhance the ability of veterinarians to concentrate on full-time study in a postgraduate program at the WCVN. Accordingly, each CAHF Tuition Awardee, in addition to the tuition award, must be receiving, at the same time, full stipend funding from another source (e.g. research grants, departmental scholarship, teaching assistantship and/or Interprovincial Graduate Student Fellowship). The intention is that stipend plus tuition award support would be sufficient that students would not be required to work outside the university while in this program. However, in order to enhance clinical experience, CAHF Tuition Awardees are allowed to work up to 7 hours per week outside of their residency or graduate program.
 - 6.4.3 CAHF Tuition Awardees will participate in the Fund's communication and development activities as agreed upon between the WCVN

Communications Officer and each awardee's supervisor. All awardees will contribute at least one article to *Vet Topics* and should expect to present a summary of their work to the CAHF Advisory Board or similar groups, as needed to promote the fund.

- 6.5 Evaluation of applications: Applications for the Dr. Michael Powell Award of Excellence will be reviewed in the same pool as the CAHF Tuition Award applicants, and candidates will be selected by the CAHF Management Committee
- i. The CAHF Management Committee members will rank applications and forward their rankings to the committee chair. Consideration of awards may be done electronically or in a face to face meeting at the discretion of the committee chair.
 - ii. If a committee member has a conflict of interest (e.g. a student in the applicant pool), then they must declare their conflict to the committee and the Chair/rest of the committee must decide if that person should be excused for discussion of just that application or for all applications. If the member is excused only for the applicant(s) in conflict, then that member must still rank all applications in the pool including their student.
 - iii. The Associate Dean (Research) or the committee chair (if designated by the Associate Dean) will tabulate rankings and forward the combined ranked scores to the committee for approval
 - iv. The student with the highest ranked score overall is the recipient of the Dr. Michael Powell Award of Excellence. The CAHF Tuition Awards will then be awarded to applicants in descending rank (starting at the applicant ranked #2) until all tuition awards for that year have been awarded.
- 6.6 Evaluation criteria: The following criteria will be considered in ranking the applications for the CAHF Tuition Awards:
- i. Academic potential, may consist of:
 - a. Grades in courses taken in current program
 - b. Academic awards
 - ii. Research potential, may consist of:
 - a. Peer reviewed publications
 - b. Peer reviewed conference presentations
 - c. Other scientific presentations (e.g. university-level or WCVN meetings which are not a part of the students program of studies)
 - d. Research project
 - e. Research environment (supervisor, availability of project funding, project feasibility)

7.0 Dr. Michael Powell travel awards

- 7.1 Value of the award – up to 2 awards annually valued at \$500 each

- 7.2 Objective – to support graduate student travel to scientific meetings where they
- i. must present research (oral or poster); or
 - ii. attend a credentialing/licensing exam
 - iii. preference will be given to students giving an oral presentation
- 7.3 Deadlines
- i. solicitations for travel award applications will be sent out for each fall and spring application deadline at the same time as WCVM travel awards and using the same application form.
 - ii. calls for applications will be sent out at least 1-calendar month prior to the application deadline
 - iii. one travel award will be awarded at each competition
 - iv. a maximum of 2 awards will be awarded in each calendar year
- 7.4 Application requirements. To apply for travel awards, students must provide the following:
- i. a letter of intent indicating career and research goals.
 - ii. a brief CV (no more than 2 pages).
 - iii. abstract submitted and proof of acceptance from conference must be at some point prior claiming the travel award or at time of application, if available
 - iv. a letter of reference from the candidate's supervisor is required. This letter should provide insight into the candidate's suitability for the travel award, research accomplishments, abilities, potential and support for the student's travel.
- 7.4.1 Eligibility for travel awards. Must be a graduate student supervised by a WCVM faculty member in good standing with the College of Graduate and Postdoctoral Studies and be working in an a companion animal related field
- 7.5 Applications for Dr. Michael Powell travel awards will be considered in the same pool as all other WCVM graduate student travel awards and ranked by the Associate Dean Research or designate(s). This award will be given to the top ranked application in the pool that has a focus on companion animal health for the research being presented.
- 7.6 Post-conference report: Within 1 month of travel to the meeting, awardees must provide a 1-paragraph summary (maximum 300 words) of their presentation or copy of their poster, contributions to the companion animal health field and impact to their career to the Associate Dean (Research) and the WCVM Communications Officer.

8.0 Dr. Michael Powell Award of Excellence

- 8.1 Value of the award – scholarships will be provided to Graduate Students to cover a portion of tuition fees of the academic year (fall, winter, spring and summer) as outlined in subsection 6.2.3.1, plus \$1000. This award is intended as an add-on above the normal source of stipend or scholarship that this student receives. The student's supervisor must continue to pay the full minimum stipend to their student from their research grants during the year of this tuition award or the student must have a scholarship from another source other than the CAHF.
- 8.2 Objective – to provide financial support to graduate students supervised by a WCVm faculty member working in a companion animal related field.
- 8.3 Deadlines - Solicitations for applications will coincide with the CAHF Tuition Award call and will be sent out by **February 15**, with an application **deadline of March 31**.
- 8.4 Eligibility:
 - i. This is not intended as an entry scholarship, only existing graduate students are eligible to apply.
 - ii. Students may only receive this award once throughout their program.
 - iii. Students who also receive a CAHF tuition award are not eligible to receive a Dr. Michael Powell Award of Excellence at the same time.
- 8.5 A complete application for the Dr. Powell award will include the following:
 - i. Academic transcript (unofficial provided by department graduate administrative personnel is acceptable).
 - ii. A letter of intent from the applicant indicating career and research goals.
 - iii. A letter of reference from the candidate's supervisor is required. This letter should provide insight into the candidate's suitability for award of the scholarship, research accomplishments, abilities, potential and source(s) of the student's stipend for the upcoming year.
 - iv. A brief CV (no more than 2 pages) including awards, publications (published, and in press) and presentations.
- 8.6 Evaluation of applications: Applications for the Dr. Michael Powell Award of Excellence will be reviewed in the same pool as the CAHF

Tuition Award applicants, and candidates will be selected by the CAHF Management Committee

- i. The CAHF Management Committee members will rank applications and forward their rankings to the committee chair. Consideration of awards may be done electronically or in a face to face meeting at the discretion of the committee chair.
- ii. If a committee member has a conflict of interest (e.g. a student in the applicant pool), then they must declare their conflict to the committee and the Chair/rest of the committee must decide if that person should be excused for discussion of just that application or for all applications. If the member is excused only for the applicant(s) in conflict, then that member must still rank all applications in the pool including their student.
- iii. The Associate Dean (Research) or the committee chair (if designated by the Associate Dean) will tabulate rankings and forward the combined ranked scores to the committee for approval
- iv. The student with the highest ranked score overall is the recipient of the Dr. Michael Powell Award of Excellence.

8.7 Evaluation criteria: The following criteria will be considered in ranking the applications for the Dr. Powell award:

- i. Academic potential, may consist of:
 - a. Grades in courses taken in current program
 - b. Academic awards
- ii. Research potential, may consist of:
 - f. Peer reviewed publications
 - g. Peer reviewed conference presentations
 - h. Other scientific presentations (e.g. university-level or WCVN meetings which are not a part of the students program of studies)
 - i. Research project
 - j. Research environment (supervisor, availability of project funding, project feasibility)

9.0 Grants in Aid of Research

The Associate Dean (Research) of the WCVN with the guidance the CAHF Advisory Board and Management Committee will solicit applications for grants in aid of research, have the grants reviewed and ranked in priority. The Management Committee will then allocate funds in accordance with the guidelines set out below.

9.1 Solicitation and Requirements of Applications

- 9.1.1 On an annual basis, once research priorities are set by the Advisory Board the WCVI Research office will send out a call for applications for grants in aid of research. Applications for equipment alone or research that includes purchase of equipment will also be considered.
- 9.1.2 The deadline for receipt of applications will be December 1, except on occasions when December 1 is a Saturday or Sunday. On these occasions, the deadline will be the first Monday following December 1.
- 9.1.3 Only faculty members of the WCVI are eligible to hold grants from the CAHF. The Fund allows and encourages people who are not WCVI faculty members to serve as co-applicants and collaborators.
- 9.1.4 Ordinarily, only requests for grants up to \$20,000 will be considered. Budget items will receive approval in the following order of priority:
 - 9.1.4.1 materials, supplies, animals, laboratory services, and animal housing;
 - 9.1.4.2 salaries (e.g., undergraduate student or technician salaries);
 - 9.1.4.3 travel assistance, of up to \$500.00, to attend an appropriate scientific meeting if presenting the results of a study, and publication costs, of up to \$700.00, to assist with the cost of having the results appear in an appropriate journal. .
 - 9.1.4.4 Small pieces of equipment can be requested either as the sole request or as a part of the research funds request. Strong justification for this equipment must include a quote plus whether similar equipment is available and if so, why it is needed as well as how it is essential to the proposed research.

9.2 Review of Applications and Criteria for Priority of Funding

Applications for grants in aid of research will be submitted to the Associate Dean (Research) who will establish an expert panel to review and score the applications

for their scientific merit and appropriateness of the budget. Applications deemed unacceptable or non-meritorious by the expert review panel will not be considered further during that year's CAHF competition, but could be reconsidered after revision in future years. The Expert Review Panel will consist of the Associate Dean (Research) as convener, a faculty member from the WCVM who is not applying for a grant and up to 3 external reviewers selected largely from veterinary researchers in Canada. Members of the Management Committee are invited to suggest names of reviewers for consideration by the Associate Dean (Research). The CAHF Management Committee will then decide on funding cut-offs of the scientifically meritorious applications based on the budget and the research priorities set by the Advisory Board.

9.2.1. Applications will receive greater consideration if, in descending order of importance, they represent projects of, or involving:

9.2.1.1 Scientific score and high fit to the current year's CAHF funding priorities;

9.2.1.2 a CAHF tuition or Dr. Michael Powell Award of Excellence awardee;

9.2.1.3 WCVM graduate student(s);

9.2.1.4 WCVM undergraduate students;

9.2.1.5 newly appointed WCVM faculty (within first 3 years); and

9.2.1.6 studies with potential for future external funding.

9.2.2 Failure of a CAHF grant holder to comply with the reporting requirements outlined in the grant application will be considered in the evaluation of subsequent applications to the Fund.

9.3 Allocation of Funds, Conditions of Award, and Reporting Requirements

9.3.1 Decisions about funding grant applications are made by the CAHF Management Committee. Decisions will be made by March 1 each year.

9.3.1.1 Donations made for direct support of specific projects, special calls and/or equipment may be awarded with the annual competition or awarded outside of the annual call.

- 9.3.2 The following will be made available to the management committee for information no later than five working days prior to the committee's February meeting:
- 9.3.2.1 all grant applications and their accompanying budgets received on or before the most recent deadline,
 - 9.3.2.2 the reviewer comments and final ranked list of applications.
- 9.3.3 Funds are approved with the understanding that attempts have been or will be made to secure external funding for support wherever possible.
- 9.3.4 If approved, full funding for the entire research projects, even if multi-year, will be provided in the first year, with progress and spending monitored on an annual basis.
- 9.3.5 All expenditures must be consistent with the research budget set out in the grant application, unless prior approval has been obtained from the Associate Dean (Research).
- 9.3.6 Unexpended funds will be returned to the CAHF after three years from the date of the award unless a written request for an extension is received and approved by the Associate Dean (Research).
- 9.3.7 Any over expenditure of funds is the sole responsibility of the applicant.
- 9.3.8 Recipients of grants in aid of research from the Fund are required to formally acknowledge the financial support of the Fund in any presentation and publication of the results of the research, and to submit to the Associate Dean (Research), WCVI:
- 9.3.8.1 By October 15 of each year, a brief (not more than 400 words) progress report written in lay language that includes any deviation from the original research plan or proposed budget, and a justification for the changes and a brief report on the financial statement;
 - 9.3.8.2 upon completion of the research, a brief (not more than 400 words) final report written in lay language; and
 - 9.3.8.3 a copy of the published paper(s) describing research supported by the Fund.

- 9.3.9 Failure to comply with the above conditions, including the timely submission of a final report, and lack of scientific output will adversely affect future applications to the Fund (see Article 7.2.2).

10 Role of WCVF Faculty Council

11.1 Any changes to the CAF Terms of Reference are required to be approved by the WCVF Faculty Council

11.2 The Research and Graduate Studies Office will submit a report for the CAF annually for information to the Faculty Council at the end of each academic year