



Last update: September 2020

Centre for Sustainable Food Systems Associate Membership

The Centre for Sustainable Food Systems (CSFS) builds collaborations and supports impactful research projects towards a more sustainable and food secure future.

The interdisciplinary and collaborative research network we support spans a variety of research themes, from land management to Indigenous food sovereignty; from sustainable practices in organic and conventional food production to the study of ecosystem services provided by biodiversity in agroecosystems. Our research associates lead research portfolios that are enhanced by the expertise of other CSFS members, and knowledge translation and dissemination is extensive and cross-disciplinary.

The Centre for Sustainable Food Systems was born with the mission to build a community of researchers (CSFS Associates) working together to co-create scientific knowledge and evidence-based tools to build a sustainable global food system. While many of our CSFS Associates engage in research and teaching activities at the UBC Farm, others primarily work in other contexts. We consider all the work our Associates do towards building a more sustainable future for food systems (i.e., research, teaching or community engagement activities), whether or not is carried out at the UBC Farm, as welcome contributions to the CSFS mission and mandate.

You can learn more about the [CSFS mission and our guiding principles here](#).

1. What type of support does CSFS offer to its Associates?

1.1 Communication

CSFS provides a wide array of services supporting the promotion and outreach of research and teaching activities, including:

- Preparation of research project summaries to showcase on the CSFS [research page](#).
- Promotion of research projects through tours for the general public, UBC courses, international students, and visiting delegations (around 100 tours a year) at the UBC Farm, reaching thousands of people.

- CSFS outreach activities both on campus and off-campus (e.g., Seeds of Knowledge event at the UBC Farm, COABC conference) where research/teaching activities are displayed and explained to the public.
- Signage designed for your UBC Farm research projects.
- CSFS Associates profile (contact information + professional biography) on the CSFS [people page](#).
- [Researcher Profiles](#) and research news released on the CSFS [news page](#).
- Press releases and support with UBC Public Affairs.
- Promotion of your research/teaching activities on our social media platforms ([Twitter](#), [Instagram](#), and [Facebook](#)).
- Promotion and advertising of undergrad (e.g., research assistant, internships and work learn openings) and graduate research and teaching opportunities (Master's and Ph.D. student positions, TAs) for its CSFS Associates through CSFS communications channels (website, social media, newsletter).

1.2 Knowledge mobilization

We support CSFS Associates engaging in knowledge mobilization through the [BC Food Web](#) platform.

BC Food Web (bcfoodweb.ca) is an open-access online portal designed to increase access to food systems research results and other resources for producers, processors, policy-makers, educators, and the general public in BC. The portal includes clear and concise briefs focused on the implications and applications of research; these briefs are prepared by the BC Food Web team (bc.foodweb@ubc.ca), in collaboration with you and your research group. BC Food Web also hosts webinars, decision tools, and longer-format reports and guides. The BC Food Web is always happy to help you present your content at conferences, forums, and via webinars, and we are always excited to hear about new speaking engagement opportunities. If you'd like us to speak at your event please reach out to our Program Manager (bc.foodweb@ubc.ca), to see how we might be able to be involved.

The BC Food Web, based at CSFS is a collaboration among multiple institutions across the province. The Advisory Committee of the BC Food Web has representation from University of British Columbia (UBC), University of the Fraser Valley (UFV), University of Northern British Columbia (UNBC), Kwantlen Polytechnic University (KPU), the BC Ministry of Agriculture, Agriculture and Agri-Food Canada, producer groups, and organic farmers. This group meets quarterly to shape the future of the BC Food Web as it continues to grow and evolve.

1.3 Collaborative Research

- CSFS facilitates networking opportunities to connect Associates with other colleagues within the academic sector (local, regional, national and international well-established connections), as well as intersectoral connections with government, producer organizations, and non-profit institutions.
- CSFS facilitates the coordination of research and teaching activities with campus-wide initiatives (e.g. UBC Sustainability Office, VPRI Office, etc.)

1.4 Grant Facilitation/Proposal support

The CSFS research team can provide support for:

- **Identification of funding opportunities.** CSFS staff will share opportunities particularly relevant to the CSFS by email (CSFS-Associates@lists.ubc.ca).
- **Grant writing.** To request this support, email laura.morillas@ubc.ca in a timely manner providing key info about the funding opportunity and the type of support you need. Support will be granted based on time constraints and relevance of the proposal to the CSFS mission.
- **Identification of potential co-applicants and/or partnerships.** Request this support in a timely manner by emailing laura.morillas@ubc.ca.

1.5 Research operations support

CSFS Associates have access to:

- Reduced [land-use fees](#) for research activities at the UBC Farm.
- Data infrastructure and data archive services to enhance visibility and usability of research datasets (more details in section 2.3).
- Facilitation and coordination of research/teaching activities at UBC Farm.

1.6. CSFS Research Overhead Redistribution Policy

When research funding for projects includes overhead/indirect costs, 50% of the total project overhead (OH) funds are automatically directed to the centre the project PI identifies as the **designated centre** (i.e., the centre where the project will be primarily conducted) when submitting their Research Project Information Form (RPIF) to the Office of Research Services (ORS) (see Figure 1). Starting in January 2020, and only for CSFS Associates, the CSFS will return 75% of the CSFS research overhead portion (i.e., 37.5% of the total project OH) to the PI leading the funded project if they use the CSFS as the designated centre on their RPIF. This policy is meant to encourage CSFS Associates to contribute to the CSFS long-term research funding strategy (by contributing a small portion

of their research overhead), while increasing the portion of funds available for actual research activities. For those funded CSFS research projects, the overhead final distribution will be as follows:

- 25% for UBC
- 25% for the PI's faculty
- 12.5% for the CSFS
- 37.5% for the PI

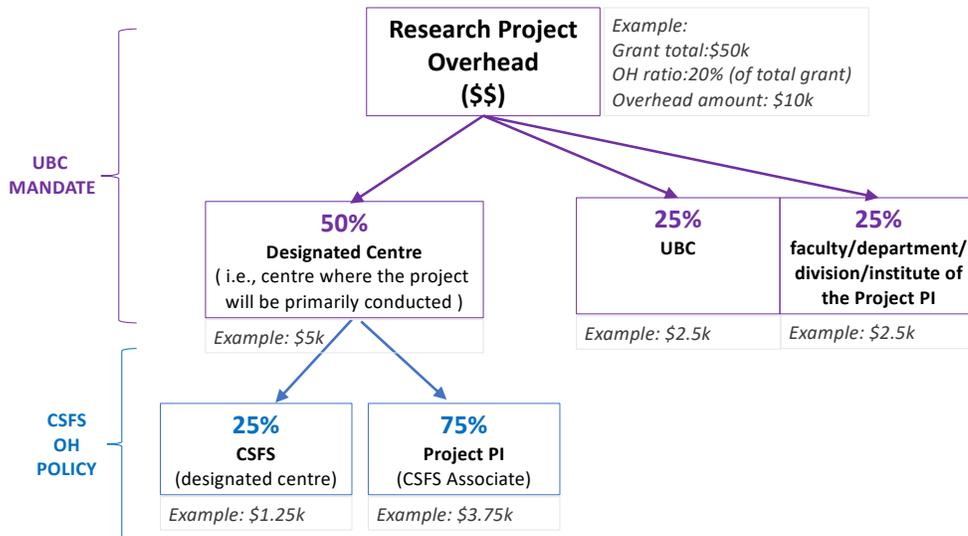


Figure 1. CSFS research overhead distribution diagram

1.7 Participation in the CSFS Advisory Committee

CSFS Associates interested in shaping the future of the CSFS are welcome to join the CSFS Advisory Committee.

- The Advisory Committee meets twice a year (June and December) to provide advice and share expertise to guide decisions by CSFS directors pertaining to strategy and the overall direction of the CSFS. The Advisory Committee may be called upon for input on particular matters in between meetings (generally by email), and many advisory committee members also participate in CSFS working groups, the Land Committee, teaching and learning project developments, and research clusters.
- To join the Committee, please contact the CSFS Operations Director (clare.cullen@ubc.ca) expressing your interest.

2. What do we expect from CSFS Associates?

2.1 Declare the CSFS as the designated centre for CSFS research projects

CSFS Associates are key to ensure the long-term sustainability and growth of the CSFS. One of the most important ways to support the centre is to show that your research is conducted or supported by the CSFS when submitting your project's RPIF to ORS. This helps to increase the visibility of the CSFS, and to contribute a small amount of research overhead funds to the CSFS when they exist (see section 1.6).

- For those research projects for which experimental activities will be **primarily conducted at the UBC Farm**, we expect all CSFS Associates to identify the CSFS as the *designated centre* (i.e., the centre where the project will be primarily conducted) when filling and submitting their RPIF (Section B- Project details) to the Office of Research Services (ORS).
- For those research projects **clearly aligned with the CSFS mission and supported by CSFS staff (in any way)** but not conducted at the UBC Farm, we encourage CSFS Associates to identify the CSFS as the *designated centre* (i.e., the centre where the project will be primarily conducted) when submitting their RPIF (Section B- Project details) when possible.

Where possible, and for efficiency, generally HR and finances associated with CSFS Associate research projects are managed by the PI unit/faculty. To do this, the project account should be set up in the PI's faculty/department/division/institute when submitting their RPIF (Section B- Project details) to ORS. For any questions regarding this specific matter please contact CSFS HR/Finance Coordinator elena.donskikh@ubc.ca.

Please note that when the CSFS is identified as the designated centre, you will need to request the CSFS Academic Director to sign off your RPIF before submitting it to ORS. To do this, send an email with a copy of your project RPIF to the [CSFS Academic Director](#), the [CSFS Research Manager](#), and the [CSFS Finance and HR manager](#) before submitting it to ORS.

2.2 Submit a Land Use Proposal for experimental activities at the UBC Farm

For all researchers, instructors, graduate or undergraduate experimental activities (i.e., activities that involve any type of sampling, recording or measurement as well as the temporary or permanent installation of any experimental equipment) at the UBC Farm, it is required to submit and get approval for a ***Land based project proposal***. Experimental activities to be carried out at the UBC Farm for more than one year (multi-year projects) will be requested to submit a ***land-based proposal renewal request*** (simplified version of the land-based proposal form) at the beginning of each year to be reviewed and approved to continue the activities. Review of the proposals (and request of additional details) can be expected within two weeks of submission. This application process is crucial to properly document and coordinate all the academic activities taking place at the UBC Farm.

CSFS researchers will be expected to cover the ~~land-use fees~~ associated with their approved research activities at the UBC Farm, but reduced fees will apply to CSFS Associates.

Any questions regarding this proposal submission process can be sent to the CSFS Research Manager (laura.morillas@ubc.ca).

2.3 Provide regular updates of your research activities within the CSFS

The work our Associates do towards building a more sustainable future for food systems (i.e., research, teaching or community engagement activities), whether or not listed to primarily be conducted at the CSFS (on RPIF form) or carried out in or outside of the UBC Farm, is highly valued by the CSFS. Associates usually self-identify which of their activities and outputs are linked to the CSFS (i.e., clearly aligned with the CSFS mission, rooted on the CSFS community network or supported by CSFS staff in any way).

Every year in April, you will be contacted by the CSFS Research Manager team to provide a copy of your most updated CV with all last year research outputs/activities you self-identify as linked to your associate role at the CSFS highlighted. This information helps the CSFS shape its narrative and strategic planning in the context of UBC as a whole and provides increased visibility to your research!

CSFS Associates are expected to provide the following information for CSFS-affiliated **research projects** CSFS Research Manager (laura.morillas@ubc.ca):

- A copy of the full research proposal when requesting the signature of the Centre Academic Director or before submission to the Office of Research Services (ORS).
- Notice of grant funding approval when notified by the funding agency.
- A copy of the mid-term and final research project reports (or annual report if applicable) when submitted to the funding agency. This will be only used for internal reporting.
- Copy of research papers or project reports published from any CSFS project.

For all **teaching activities** associated with the CSFS, please email ubcfarm.academic@ubc.ca with your course syllabus, nature of your UBC Farm-based activity (if any) or link to CSFS, and the number of students enrolled in the activity.

2.4 Provide data to be archived on Dataverse

The CSFS is committed to the spirit of open access research and works to make data publicly-accessible to the greatest extent possible.

- For those conducting research at the UBC Farm, UBC Farm research data (and associated metadata) must be submitted to the CSFS Data Manager (mollie.mcdowell@ubc.ca) within six months of the project's completion. The CSFS will release that data in a public-facing repository ([Scholars Portal Dataverse](#)) three years after the project's completion, unless you choose to release the data at an earlier date. During this three-year period*, you will have the exclusive opportunity to interpret and publish data collected as part of your research.

**If you require an extension for any reason, please contact mollie.mcdowell@ubc.ca.*

- For CSFS-related research conducted outside of the UBC Farm, we encourage researchers to submit data (and associated metadata) to the CSFS Data Manager (mollie.mcdowell@ubc.ca) to be released in a public-facing repository ([Scholars Portal Dataverse](#)).

Contact the CSFS Data Manager (mollie.mcdowell@ubc.ca) for more information about the [CSFS Data Sharing Agreement](#).

2.5 Participate in CSFS research outreach events

CSFS organizes several outreach events throughout the year to communicate research and teaching to the general public (e. g., "[Seeds of Knowledge](#)" outreach event, UBC Farm Research Day, CSFS Symposium, etc) and to their CSFS colleagues and UBC Farm staff (i.e., research seminars to present new research projects or research results). We invite all researchers to participate and include members of your lab to these events to communicate the results and applications of your research.

2.6 Nominal support for BC Food web initiative (for projects related to BC food systems)

We encourage CSFS Associates carrying out research projects related to food systems in BC (including such areas as production, processing, policy-making, health, and education) to consider the inclusion of *BC Food Web* in their project knowledge mobilization budgets, when submitting their research proposals. The cost of production of a single research brief from a scholarly publication typically ranges from \$100-\$1500, and inclusion of amounts in this range (or higher) will support the services of the BC Food Web in strengthening the public reach and on-the-ground applications of your research. The CSFS Research Manager and BC Food Web team (bc.foodweb@ubc.ca) are happy to provide language about the platform and budget breakdowns for research briefs or other resources for your applications.

2.7 Acknowledgement of CSFS in publications

- For publications based on research carried out at the UBC Farm, we request that CSFS Associates explicitly mention the Centre for Sustainable Food Systems at UBC Farm (with a proper Indigenous land recognition) in the acknowledgment section.

Example: “The University of British Columbia’s Centre for Sustainable Food Systems at the UBC Farm, located on the traditional, ancestral, and unceded territory of the Musqueam people.”

- We also suggest that CSFS Associates include the Centre for Sustainable Food Systems as one of their affiliations.
- Publications that use UBC Farm datasets should cite the datasets with the proper citation provided on the CSFS Dataverse. Contact the CSFS Data Manager (mollie.mcdowell@ubc.ca) for more details.

3. Membership Terms and Conditions

This CSFS membership will be renewed every three years, allowing for evaluation of our support for and engagement with our members.

Associates interested in renewing their membership or those interested in becoming new members of the CSFS are expected to contact the CSFS Research Manager (laura.morillas@ubc.ca). For new member requests please submit an updated CV and a short letter describing why you want to become a member. New Associates are expected to do a seminar for the CSFS during their first year, and identify at least one of their research projects as CSFS projects to be advertised on the CSFS website.

This periodic membership renewal will allow CSFS Associates to stay informed of recent upgrades to our working system and any new services we are providing to our community.

4. Key contacts

See table in next page.

CSFS Key contacts for CSFS Associates

Name	Position at CSFS	E-mail	When to Contact (examples)
Hannah Wittman	Academic Director	hannah.wittman@ubc.ca	Discussions on academic research and planning, requesting the signature of the Centre Academic Director.
Laura Morillas	Research Manager	laura.morillas@ubc.ca	Main contact person for CSFS Research Associates. Coordination, supervision, and renewal of research activities at UBC Farm, communication of new research funding opportunities, support for research communication and proposal development.
Mollie McDowell	Data Manager	mollie.mcdowell@ubc.ca	Data archiving and data management support
Jessica Latus	Communications Coordinator	jessica.latus@ubc.ca	Promotion of new research, research signage at the UBC Farm, advertising of open positions at your Lab.
Elena Donskikh	Finance and HR Manager	elena.donskikh@ubc.ca	UBC Farm land use fees payments, Work Learns hiring.
Tim Carter	UBC Farm Field Manager	tim.carter@ubc.ca	Discuss details about research implementation at UBC Farm. Coordination of UBC Farm resources (water, Farm spaces, etc.)
Jaylin Melnichuk	UBC Farm Site Coordinator	jaylin.melnichuk@ubc.ca	Farm site access, safety, and farm tours related matters.