



CARA | ACAAR

ANNUAL REPORT

2021 - 22



Canadian Association of Research Administrators

L'Association Canadienne des Administratrices
et Administrateurs de Recherche

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Thank you all for being part of the Canadian Association of Research Administrators! Ours is an energetic, thriving community which I am very proud to serve as President. I began my term at the close of CARA 2021 and am delighted to share this annual report with you, our members, sponsors and partners. The last 12 months have seen a flurry of activity from the CARA Board and many other dedicated volunteers delivering on our Strategic Plan. This report includes many of our achievements and also some plans for the next fiscal year.

For 50 years CARA has been a volunteer-led association and we can all be proud of all we have achieved as a professional association. We are doing important work for the benefit of society and on behalf of the CARA Board I am pleased to thank you for your membership, engagement and commitment to our profession.

OUR MISSION

**To be the authoritative body
of knowledge and expertise
on research administration
and management in Canada.**

Member Value Proposition

The Canadian Association of Research Administrators (CARA) is a nationwide community that brings together research administration professionals fulfilling a diverse range of roles in a field that is complex and ever-evolving. CARA is committed to supporting the profession by offering members a safe, inclusive, and professional space to learn and grow through networking with peers, sharing best practices, professional development, mentorship, and leadership opportunities.

OUR VALUES



Inclusivity,

which means developing and maintaining a supportive, active, accessible, and diverse research administrator/management community that is welcoming and that celebrates and encourages a variety of thoughts and ideas. It also means a commitment to ensuring transparency in our actions, and a questioning of processes through the lens of equity, diversity and inclusivity. We know and understand that our CARA community is stronger, more productive, and more effective because of diversity.



Integrity,

which includes respect, trust, authenticity and honesty.

Authentic collaboration,

with the entire research community (colleagues, faculty, funders, partners) and beyond. This includes a commitment to sharing information, insights, best practices, and worst practices.



Relevance,

by supporting innovation, forward thinking, learning, improvement, creativity, and inquiry.

Sustainability,

in terms of resources including financial sustainability and people's time.

OUR PURPOSE



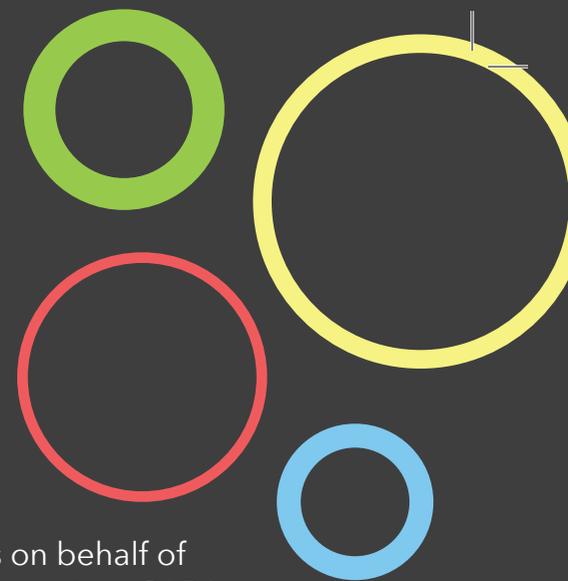
The Canadian Association of Research Administrators (CARA) is a national voice for research administrators in Canada. With more than **1000 members**, the professional organization's strength is in its diversity and comprehensive approach to research administration. CARA provides a critical interface between stakeholders in the management of the research enterprise.

The purposes of the Association are:

- to **foster** research administration and management expertise in Canada by facilitating a strong and vibrant community,
- to **provide** and facilitate robust career and professional development programs and services for members,
- to **enable** synthesis and dissemination of information/knowledge on research administration and management with a view to developing individual and organizational excellence.

**CARA is governed by a
volunteer Executive Board
and is guided by our
Strategic Plan.**

OUR STRATEGIC PRIORITIES



CARA's strategic priorities guide the board's decision-making and actions on behalf of CARA members. The priorities shape the programmes CARA delivers, the services CARA provides and the management of its business and finances. These priorities allow the board to set appropriate operational targets, manage the executive office and ensure value for CARA members.

Our four strategic priorities, developed in 2016 and reaffirmed for **2020 - 2023** are:



For each of the four strategic priorities, the board has identified opportunities and challenges, and developed priority activity areas. An implementation plan was also developed which identifies tasks, timelines for delivery, measures, and anticipated outcomes. CARA's implementation plan is reviewed and adjusted as required on an annual basis.

HIGHLIGHTS OF OUR YEAR

We hosted our...

first virtual AGM and conference

We launched our...

new mentorship program

We are recognized...

as a Finalist for the International & European Association Awards 2021

We launched...

our Professional Development Task Force

We Provided...

financial support to students in the Research Administration Certificate through the Dr. Frances Chandler Bursary.

We Contributed...

to the Research administration as a profession (RAAAP) Worldwide Survey. CARA was involved as part of the core team for the original project and the survey was shared with research administrators around the world.
<https://raapworldwide.wordpress.com/>

We surpassed...

\$100000 in support to Research Administration Students since 2017

We created...

an Anti-Racism and Equity, Diversity, Inclusion Statement

- CARA's First 6 webinar series/workshop
- The golden hour for webinars registration.

We celebrated our...

50th anniversary with the Golden Heart Challenge

We celebrate **Michel Kafrouny**



Michel Kafrouny

**Communication, Membership, and
Programs Manager, recognized as
Ottawa's Best Event Planner**



OUR YEAR IN NUMBERS

- ▶ **1100+** members
- ▶ **4** conferences
- ▶ **625** conference delegates at CARA 2021
- ▶ **500** conference delegates at regional conferences
- ▶ **2600+** webinar registrants
- ▶ **327** registrations in the Research Administration Certificate
- ▶ **6** CARA Connection Newsletters
- ▶ **56** blogs
- ▶ **22%** increase in members
- ▶ **50** mentors
- ▶ **66** mentees
- ▶ **252** volunteers
- ▶ **1200+** Twitter followers
- ▶ **1700+** members of our LinkedIn group
- ▶ **200** SLACK users
- ▶ **\$35,000** provided to support Research Administration Certificate students
- ▶ We hosted **70** webinars
- ▶ We have welcomed over **325** students to the Research Administration Certificate since 2017



CARA delivered 4 conferences

CARA delivered **4 virtual conferences** this year, the Annual General Meeting and national conference and **3 regional conferences**. We gratefully acknowledge the leadership of all the conference program committee members who developed and vetted the content for these events which were attended by over **1100 delegates**.

2021 National Conference Chair:



Dominique Michaud

Director, Research and Business Development, Concordia University

2021 West Regional Conference Chair:



Sanjukta Choudhury

Research Facilitator - University of Saskatchewan

2021 East Regional Conference Chair:



Dean W. Strickland

Research Contracts Officer - Memorial University

2021 Central Regional Conference Chair:



Lauren Gogo

Manager of Research Contracts - Hamilton Health Sciences Corporation

Thank you to all our conference committee chairs and members: Nicole Babichuk, Michèle Beaudry, Natalie Bender, Rachel Brown, Lisa Charlong, Isabelle Caron, Amanda Chaulk-Parrott, Erica Conte, Jodi David, Paul Daniels, Carole Edwards, Sola Fasunwon, Karen Follett, Rachel Goldsworthy, Mekaela Gulliver, Drew Gyorke, Pauline Head, Bonnie Hughes, Allison Jackson, Victoria Latimer, Hilary Lenihan, Jennifer Major, Jamie McInnis, Jás Michalski, Helene Noddin, Sanja Obradovic, Megan Prins, Danielle Puddicombe, Adèle Savoie, Anita Sharma, Jenna Slobozian, Aniko Takacs-Cox, Sharon Wu.

SPONSORS

2021

THANK YOU!

We are pleased to thank our generous partners, sponsors and conference exhibitors for their tremendous support for the association and the profession of research administration. CARA continues to establish new partnerships and cultivate our sponsor relationships and we are grateful to all our supporters for their investments which so tangibly benefit CARA members.

PLATINUM  ELSEVIER	GOLD  INNOVATION <small>Canada Foundation for Innovation / Fondation canadienne pour l'innovation</small>	GOLD  CIHR IRSC <small>Canadian Institutes of Health Research / Instituts de recherche en santé du Canada</small>	GOLD  NSERC CRSNG
GOLD  SSHRC CRSH	SILVER  cayuse	BRONZE  CIMVHR ICRSMV <small>Canadian Institute for Military and Veterans Health Research / L'Institut canadien de recherche sur la santé des militaires et des vétérans</small>	BRONZE  kuali
PARTNER  ExLibris	PARTNER  MOHAWK COLLEGE	PARTNER  NIAGARA FALLS BUSINESS EVENTS	PARTNER  NIAGARA PARKS
PARTNER  Regina Hotel ASSOCIATION	PARTNER  thePersonal <small>Home and Auto Group Insurer</small>	PARTNER  TOURISM REGINA	PARTNER  TOURISM WINNIPEG

The Professional Development Task Force achieved its mandate for CARA members

CARA recognized a need for an enhanced and more systematic approach to professional development and career advancement opportunities for its membership. As part of that recognition, the CARA Executive appointed a **Professional Development Task Force** (PDTF) with representatives from across Canada, to give high-level strategic focus and importance to this vital area for the CARA community. Launched in 2020, the PDTF championed the development of a comprehensive Briefing Report inclusive of an evaluation matrix framework. Furthermore it proposed the establishment of a standing Professional Development Committee to be tasked with developing the annual curriculum for CARA's Webinar Program, playing a vital role in ensuring the relevance and quality of presenters and topics aligned with the professional development framework. The PDTF will continue its efforts working jointly with CARA Board members in creating terms of reference for the new standing PD Committee that will be established in the upcoming fiscal year.

Thank you to the dedicated Task Force members:



Daniela Bianco, Chair

Manager, Research Development & Relations, Hamilton Health Sciences



Anita Chiu

Research Manager, University of British Columbia



Karen Follett

Research Contracts Officer, Memorial University of Newfoundland



Jessie Lam

Manager, Research Support Services and Special Projects, University of British Columbia



Victoria Latimer

Research Administrator, University of Alberta



Karen Mosier

Research Coordinator/Navigator, University of Saskatchewan



Jenna Slobozian

Manager, Grant Development, University of Calgary



Dean W. Strickland

Research Contracts Officer, Memorial University of Newfoundland



Alex Willis

Manager, Research Grants, Women's College Hospital



Anna Ziolecki

Adjunct Professor, University of Waterloo

Our plan for the next 12 months: Major Highlights

1

**New event,
International Day**

2

**Hybrid Annual General
Meeting and Conference**

3

**Initiate creation of new
strategic plan**

4

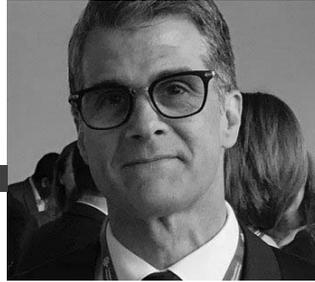
**Equity, Diversity,
Inclusion review of our
programs and services
continues**

Board Members

We thank all our volunteers and especially our Executive Committee whose leadership and expertise ensure excellence governance of CARA for all our members



Dominique Michaud
President
Concordia University



Drew Gyorke
Vice-President
University of Toronto



Angela Zeno
Treasurer
York University



Deborah Zornes
Past President
Royal Roads University



Rachel Brown
Niagara College



Mike Folinas
University of Toronto



Lauren Gogo
Hamilton Health Sciences



Karen Mosier
University of Saskatchewan



Danielle Puddicombe
Red River College



Amanda Sawlor
University of Guelph

Agency Liaison Representatives



Allison Jackson
CIHR



Patrick Couperus
SSHRC



Jas Michalski
NSERC



Michele Beaudry
CFI



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THANK YOU!

