

 <p>Category: Administrative</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Formulation and Issuance of University Research Policies</p> <p>Effective Date: 11/22/2010</p> <p>Prior Effective Date: Not applicable</p> <p>Enabling Acts: University Board Rule 10-5-10</p>	<p><i>Policy Number:</i> 1.9.1</p> <p>Policy Owner: VP for Research</p> <p>Responsible Office(s): Research</p>
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Background

University policies connect the university's mission with individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate institutional risk and enhance safety, productivity, efficiency and cost containment in the university's operations. University policies should be thoroughly reviewed, maintained, and made available to the university community to promote awareness, compliance and accountability. This policy addresses the formulation and issuance of research policies that apply institution wide.

Policy and Procedures

Proposing and Developing a University-wide Research Policy

Any individual or unit may identify the need for a research policy by submitting a written description of the need for the policy to any of the offices reporting to the Vice President for Research.

Upon receipt, each written description of the need for a policy will be forwarded to the University Research Officers for review and analysis and the preparation of a recommendation to the Vice President for Research. If the University Research Officers recommend the need for such a policy, an appropriate individual or committee will be identified to draft the new policy. The draft policy will first be reviewed by the University Research Officers and recommended for approval by the Vice President for Research.

The University Research Officers will strive to deliver their recommendation to the Vice President for Research within forty-five (45) days of receiving a written description identifying the need for a policy.

Upon receiving the final recommendation of the University Research Officers, the Vice President for Research will coordinate the review of the recommendation by such University bodies as the Vice President for Research deems appropriate, which may include the Office of General Counsel, the University Compliance Board and other bodies.

All comments received by the Vice President for Research from bodies reviewing the University Research Officers' recommendation will be provided to the University Research Officers for their review and consideration. The University Research Officers will strive to review all such comments and deliver their final recommendation to the Vice President for Research within thirty (30) days of receiving the last of all such comments.

All research policies will be issued by and at the discretion of the Vice President for Research.

Revising or Withdrawing a University-wide Research Policy

Any individual or unit may identify a need to revise or withdraw a research policy by submitting a written description of the need for the revision or withdrawal to any of the offices reporting to the Vice President for Research. Each such written description will be reviewed and processed in the same manner as are written descriptions identifying the need for a research policy as described above. All revisions and withdrawals of research policies will be issued by and at the discretion of the Vice President for Research.

Mandatory Review

All research policies are subject to a mandatory review at least once every three years. The University Research Officers are responsible for conducting and/or coordinating the review of all research policies and will deliver their recommendations and any proposed revisions or withdrawals of policies to the Vice President for Research.

Related links:

[UC Research Website](#)

Phone Contacts:

Office of Vice President for Research 513-558-0026