



# Policy on Research Policies

**Office of Research**  
**Policy Number: 1.1**

*Effective Date:* Summer 2020  
*Last Update:* Spring 2023

## **I. Policy Summary**

All policies under the purview of the Office of Research are reviewed and updated as necessary on a bi-yearly basis.

## **II. Policy Purpose**

This policy explains the administration of policies in the Office of Research

## **III. Policy Scope and Applicability**

This policy is in effect for all policies maintained and originated in the Office of Research.

## **IV. Definitions**

## **V. Policy Statement**

All policies that fall under the departments of the Office of Research are reviewed and updated as needed on a bi-yearly basis by the Office of Research Policy Committee. The committee meets once a semester during the academic year. Directors are responsible for review and maintenance of all policies that fall under their purview. The senior vice provost for research and executive director, sponsored research programs administration have responsibility for all policies in the Office of Research.

## **VI. Procedures**

Directors are responsible to review the policies in their area at the start of each semester to confirm their applicability or determine necessary changes. The executive director, sponsored research programs administration, determines the date of the meeting each semester and distributes the date to committee members. Drafts of any proposed policy changes are provided to the committee by the requestor at least one week before the semester's meeting. The committee renders a recommendation at their meeting on all proposed changes.

The senior vice provost for research and the executive director, sponsored research programs administration have authority to change any Office of Research policy in light of changes in law or university policy that would require Office of Research policies to be updated outside the scheduled meetings of the Office of Research Policy Committee.

## **VII. Roles & Responsibilities**

The Office of Research Policy Committee is composed of the senior vice provost for research, the executive director, sponsored research programs administration, and all directors that report to the executive director.

The current membership of the committee is:

Senior Vice Provost for Research  
Executive Director, Sponsored Research Programs Administration  
Director, Pre-Award Services  
Director, Post-Award Management  
Director, Faculty Awards and Special Projects

Directors are responsible for the review and suggested updates for policies in their respective areas. For areas that have no director, the executive director has responsibility for review and suggested updates.

### **VIII. Authority and Responsibility**

The Office of Research has institutional authority for the matters addressed in this policy. Questions related to this policy are to be directed to the executive director, sponsored research programs administration.

### **Related Policies and Regulations**