

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER INTERNAL POLICIES**

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**15.01.01.Z1.01 Research Administration**

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Supplements System Regulation 15.01.01

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**1. OVERVIEW**

A principal goal of the HSC is to promote outstanding research in the health sciences in order to create new knowledge and technology, as well as to support the education and service missions of the HSC.

The HSC recognizes that excellence in health sciences research is based on two major factors. First and foremost is recruitment and retention of outstanding research-oriented faculty members. Second, in order to have an outstanding research enterprise it is necessary to develop and maintain an effective administrative and physical infrastructure that will support, facilitate, and coordinate both individual and the interdisciplinary research activities by the faculty, staff, and students.

In order to accomplish the research mission of the HSC, the primary purpose of the Office of the Vice President for Research and Graduate Studies (OVRGS) of the HSC is to provide leadership in the following areas within the HSC:

- 1.1. Coordination and support for the development and management of an outstanding infrastructure for original, investigator-initiated research in the biomedical, clinical, and public health sciences.
- 1.2. Promotion of interdisciplinary/multidisciplinary programs of research within the HSC and individual HSC components.
- 1.3. Administrative oversight of all research centers and institutes within the HSC.
- 1.4. Coordination and oversight of a highly effective office for administration of research grants and contracts.
- 1.5. Coordination and oversight of effective management of intellectual properties derived from original research discoveries and technology development.
- 1.6. Coordination and support for establishing and maintaining ongoing research collaborations with other institutions.

- 1.7. Dissemination of information related to the research infrastructure and emerging research opportunities.
- 1.8. Promoting recognition of excellence in research by HSC faculty, staff, and students.

## **2. OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND GRADUATE STUDIES**

The Office of the Vice President for Research and Graduate Studies is primarily responsible for providing effective and efficient administrative leadership in the development and management of outstanding original investigator-initiated research as well as interdisciplinary/multidisciplinary programs of research in the biomedical, clinical, and public health sciences and in health education research. The OVPRGS works closely with other offices within the HSC central administration and administrative officers at each of the HSC components and centers who are responsible for research in order to develop and implement policies and procedures designed to facilitate research development. In addition, the OVPRGS works closely with faculty and administrative officers to coordinate and support research initiatives within each of the components of the HSC, within the HSC as a whole, and between the HSC and other academic, clinical, and community-based health institutions.

Some of the support services for which the OVPRGS is responsible may be outsourced to affiliated institutions or agencies according to contractual agreements and memorandums of understanding. Recommendations from these institutions and agencies are provided to the OVPRGS for approval and action.

### **Strategies**

- 2.1 Provide leadership and support to the faculty and administrative officers responsible for research at each of the HSC components and centers for development of extramurally-supported investigator-initiated research and research training programs.
- 2.2 Encourage and facilitate translational research that will lead to improved approaches for prevention, treatment and correction of human diseases and disorders.
- 2.3 Encourage and facilitate integration and coordination of multidisciplinary-interdisciplinary research and research training programs between HSC components and centers, as well as with other academic, clinical and community-based health institutions.
- 2.4 Provide a liaison between the HSC research community and the research community of the Texas A&M University (TAMU). Work closely with the TAMU Office of the Vice President for Research to enhance and maintain opportunities for close collaboration and cooperation in all areas related to the research infrastructure and opportunities of both the HSC and TAMU.

- 2.5 Provide a liaison between the HSC research community and the research communities wherever the components and centers/institutes of the HSC are located.
- 2.6 Approve and provide administrative oversight of extramural grants and contracts from federal and state agencies as well as with private corporations and foundations.
- 2.7 Provide administrative oversight, including required federal assurances, for all matters pertaining to research compliance.
- 2.8 Encourage and coordinate intellectual interchanges between researchers throughout the HSC as well as other academic, clinical and community-based health institutions through research seminars, scientific retreats, mini-sabbaticals, visiting scientist programs, and special courses and workshops for the purposes of improving the research infrastructure and advancing outstanding research programs.
- 2.9 Develop and maintain, with the Office of Communication, strategies to highlight excellence in research accomplishments.
- 2.10 Disseminate information concerning opportunities for new research initiatives and funding from federal and state agencies, and from such other sources as private industry and foundations.
- 2.11 Develop and maintain, in cooperation with the Office of Information Technology, a web site for all HSC faculty, staff, and students that contains complete information about HSC research faculty and programs; research policies and procedures; instructions about research compliance, including necessary approval forms; and training materials relating to the conduct of research in the health sciences.
- 2.12 Facilitate, with the Office of External Affairs and Development, fund-raising for individual, programmatic and infrastructure needs for research.
- 2.13 Provide the President of the HSC with recommendations concerning proposals for new HSC research centers and institutes. Review research centers and institutes on a regularly scheduled basis, with recommendations provided to the HSC President.
- 2.14 Provide oversight and approval for material transfer agreements, licensing of technology, and handling of intellectual properties. Promote commercialization of research discoveries and inventions.

### **3. RESEARCH ADVISORY COUNCIL**

The Research Advisory Council advises the VPRGS on all policies, procedures, and activities related to the HSC research mission and goals, as well as the strategies to successfully address the mission and goals. The Research Advisory Council, which is chaired by the VPRGS, includes:

- 3.1 The associate dean/director for research from each of the components of the HSC.
- 3.2 At least one faculty from each of the colleges within the HSC who is active in research and can generally represent the views of the research faculty. The faculty representative(s) is (are) recommended by the component dean and approved by the VPRGS for a one-year renewable term (September 1 - August 31).
- 3.3 One representative from each of the HSC centers/institutes that have a significant commitment to research activity, as indicated by numbers of research faculty and research funding. Appointment will be determined by the VPRGS for a one-year renewable term (September 1 – August 31).
- 3.4 Ad hoc committees comprised of faculty, staff, and students from the HSC and experts from external institutions and agencies may be appointed by the VPRGS as necessary to handle specific issues related to research administration, policy, and procedures. These ad hoc committees will report to the VPRGS.

#### **4. RESEARCH COMPLIANCE**

The VPRGS is the institutional officer for the HSC responsible for assurance and compliance issues related to research and research training at all components. Some areas of research compliance and their associated committees are managed by the HSC by affiliated institutions or agencies according to contractual agreements and memoranda of understanding approved by the HSC. In such cases, information concerning research by HSC faculty, staff, and students and recommendations for action and approval are provided by those affiliated committees to the OVPRGS for handling.

The VPRGS is the principal institutional official responsible for the following compliance areas of the HSC:

- 4.1 Use of animals in research
- 4.2 Use of human subjects in research
- 4.3 Use of select agents and controlled substances in research
- 4.4 Intellectual property
- 4.5 Responsible conduct of research
- 4.6 Conflict of interest in research and intellectual properties

The Vice President for Finance and Administration (VPFA) is the responsible institutional official for compliance in the areas of environmental health and safety and radiologic safety at the HSC. The VPFA and VPRGS will work cooperatively to address any issues and concerns that arise with respect to research facilities and programs.

## **5. ADMINISTRATION OF SPONSORED RESEARCH**

The OVPRGS is responsible for coordination of administration of all research grants and contracts, including: approval of submission; approval of budget; approval of indirect cost rate; assurance of research compliance; intellectual property issues and material transfer agreements; allocation and distribution of indirect costs; and compliance with reporting requirement of funding agencies.

### **Office of Responsibility**

Vice President for Research and Graduate Studies