

Introduction

from the Executive Vice President for Research

Dear Colleague:

As faculty members in an academic health sciences university, we serve a variety of constituencies who have vested interests in and may benefit from The University of Texas Health Science Center at Houston research. These constituencies include fellow faculty members, trainees, staff, UT System, State of Texas, research sponsors, research participants, and the public-at-large. All of them expect UT Health Science Center research to be conducted responsibly and in compliance with applicable regulations/policies.

The responsible conduct of research encompasses a broad range of issues, and many of them have been identified by the Public Health Service (PHS) as core areas of focus for research training programs. As a principal investigator (PI), it is your responsibility to become familiar with university policy in these areas. You should always consult the primary policy resource in order to understand the scope and details of university policies. A listing of the primary policy resources that are available online at www.uth.tmc.edu/hoop are shown on the following panels. All PIs should periodically review applicable policies and procedures.

Peter J. A. Davies, MD, PhD

Executive Vice President for Research

The University of Texas Health Science Center at Houston

Research Policies

Online Policy Resources for Researchers



THE UNIVERSITY *of* TEXAS
HEALTH SCIENCE CENTER AT HOUSTON

13.28 Purchase of Drugs, Pharmaceuticals, and Controlled Substances

Similarly, this policy describes the strict requirements related to purchase of such material and details how such purchases must be made.

16.02 Transfer of Capital/Controlled Equipment – Internal

Describes the definitions of such equipment as well as the internal administrative processes associated with transferring equipment among departments within the university.

16.03 Transfer of Capital/Controlled Equipment – External

Describes the definitions of such equipment as well as the internal administrative processes associated with transferring equipment to other universities or entities outside the university. In addition, this policy includes pertinent information related to ownership of equipment purchased with contract, grant or gift funds.

Environmental Health and Safety

3.03 Medical Emergencies, Minor Injuries/Illnesses

Describes the basic procedures for responding to medical emergencies or minor injuries/illnesses.

9.09 Radiation Safety

Describes an overview of the *Radiation Safety Manual* which provides detailed policies and procedures for using radiation on the campus.

9.10 Hazardous Chemical, Infectious and Radioactive Waste

Outlines the policies and procedures for disposing regulated wastes, which is detailed in the *Chemical, Biological and Radiation Safety Manuals*.

9.11 Safe Use of Biological Agents

Outlines the procedures and safeguards that are applicable to the laboratory and clinical workplaces involved with biological agents. Comprehensive procedures are contained in the *Biological Safety Manual*.

18.11a Safe Use of Chemical Agents

Provides an overview of the university's procedures and safeguards that are applicable to the use of chemicals in the laboratory and clinical workplace. These procedures are provided in detail in the *Chemical Safety Manual*.

Conflicts of Interest

2.19 Conflict of Interest

Defines conflict of interest, the appropriate uses of university facilities and reputation, potential conflicts related to outside employment, and university requirements for documentation.

Publications, Professional Literature

2.48 Publication of Professional Literature or Newsletters

Describes university amenities and prohibitions to faculty who serve or write for professional organizations.

Proposal Submission

10.08 Applications or Proposals for Sponsored Project Funds

Outlines the process for submission of such proposals.

Receiving a Grant – Using Gift and Grant Funds

10.07 Private Grant Funds, Sponsored Project Funds

Describes the financial and organizational responsibilities of the university and PIs in relation to these funds, including requirements for PIs in terms of who is authorized to propose and or receive such funds; and the roles and scope of various institutional departments and function in relation to oversight and management of institutional processes related to obtaining and expending such funds.

10.09 Gift Funds

Defines scope of the term gift, restrictions upon uses of such funds, and the appropriate institutional process to process gifts to the university.

13.01 Ethical Procurement

Reminds all of those who are authorized to spend university funds, including grant and gift funds, of the ethical responsibilities of all who steward university funds.

13.26 Purchase of Animals

Describes the strict requirements related to purchase, as well as maintenance of animals procured for research purposes; details the administrative processes involved.

13.27 Purchase of Radioactive Materials

This policy describes the strict requirements related to purchase of such material and details how such purchases must be made.

Online Policy Resources

continued

Responsible Conduct of Research

23.01 Conduct of Research

Outlines the overall philosophy of this university as to the research enterprise on our campus, the relationship of the university and the PI, as well as overall responsibilities for ethical conduct of research at the university.

23.04 Honesty in Research

Describes the accountability of all employees who are involved in sponsored research at the university; defines dishonesty in research; describes the process by which breaches of the policy will be addressed; and incorporates regulations from governmental agencies as to honesty in research reporting and administration.

23.06 Research Data Retention and Access

Delineates the responsibilities of PIs and the university in retaining and making available data generated in sponsored research projects.

23.08 Effort Reports

Outlines the responsibilities of all employees whose salaries are charged directly, in whole or part, to Sponsored Project Accounts or are used to meet cost-sharing or matching requirements on Sponsored Project Accounts. Defines terms, describes timing requirements, addresses delinquencies, and describes departmental responsibilities for grant management.

23.09 Multimedia Creations

Describes the role and rights of the university as well as the creators of multi-media products where the intended audience includes university students or students of other institutions; patients or consumers reached through the aegis of the university or university faculty.

23.10 Research Conflicts of Interest

Comprehensively addresses the facets of potential conflicts of interest between a faculty member and the university or external entities. Defines the various types of conflicts of interest or commitment, and describes how potential conflicts can be managed.

23.12 Cost Transfers

Details the process to assure that all grant expenditures are accurately reflected in accounting records the process for transferring expenses between university accounts.

9.12 Minors in the Workplace

Specifies a mechanism for the protection of minors at the university for educational, research, employment or other purposes.

Human Subjects Research

23.02 Review of Research

Describes the committees that review organized research projects prior to their submittal to sponsors as well as the committees that monitor ongoing research. The charge, scope and authority of each group is defined.

23.11 Research Training

Specifies what types of training are required for all who are involved in the research enterprise at the university, as well as resources for such training.

Animal Research

13.26 Purchase of Animals

Describes the strict requirements related to purchase, as well as maintenance of animals procured for research purposes; details the administrative processes involved.

23.02 Review of Research

Describes the committees that review organized research projects prior to their submittal to sponsors as well as the committees that monitor ongoing research. The charge, scope and authority of each group is defined.

23.11 Research Training

Specifies what types of training are required for all who are involved in the research enterprise at the university, as well as resources for such training.

Technology Management

23.03 Intellectual Property

Outlines the specifics of the university's policies on the development and commercialization of intellectual property, and the Office of Technology Management's role in same.

more resources



Phone numbers

Research web address

Contact information

**Designed by
The University of Texas Health Science Center at Houston
Office of Public Affairs
©2004**

Research Support Areas

To contact research support areas

Office of Research Training and Compliance	713 500 3192
Committee for the Protection of Human Subjects	713 500 3985
University Clinical Research Center	713 704 4137
Office of Sponsored Projects	713 500 3032
Environmental Health and Safety	713 500 8100
Center for Laboratory Animal Medicine and Care	713 500 4453
Office of Technology Management	713 500 3369
Payment and Account Facilitation <i>Post Award</i>	713 500 4904

**For more information,
consult online research resources**

www.uth.tmc.edu/research

Contact information

Peter J. A. Davies, MD, PhD

Executive Vice President for Research

The University of Texas Health Science Center at Houston

University Center Tower

7000 Fannin Street

Suite 1008

Houston, Texas 77030

713 500 3082 tel

713 500 0335 fax

Peter.J.Davies@uth.tmc.edu