STATE OF HAWAI’I
UNIVERSITY OF HAWAI’I
UNIVERSITY OF HAWAI’I AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE
EDUCATION

FUNCTIONAL STATEMENT

I. INTRODUCTION

A. Overview of Office:
In support of the deans and directors and in collaboration with the Office
of the Vice Chancellor for Academic Affairs, this Office has leadership
responsibility for the planning, direction, initiation, development and
coordination of research and graduate programs of the University of
Hawaii at Manoa. The Vice Chancellor for Research and Graduate
Education (VCRGE) serves as the chief policy advisor to the Chancellor
in these areas and the chief operating officer for University of Hawai’i at
Manoa research programs.

B. Authority:
The office of the VCRGE has the authority to develop new research
programs within the applicable campus executive and Board of Regents
policies, to allocate or reallocate budgets of the Research and Training
Revolving Funds in support of the research enterprise, to develop and
promulgate policies for compliance of the research faculty and staff with
Federal and State regulations, and to take actions to improve the research
climate at the University of Hawaii at Manoa. Leadership, direction and
oversight is provided to select organized research units (ORUs), and the
School of Ocean and Earth Science and Technology.

C. Interactions with other UHM Vice Chancellors
The VCRGE works with the Vice Chancellor for Academic Affairs to
ensure that the research and graduate programs of the academic units are
provided with the best possible support; with the VC for Administration,
Finance and Operations to ensure responsible allocation and expenditure
of financial resources, to ensure that the research enterprise is well-
represented in the media, to ensure that researchers have access to the best
information technology available at the University, and to ensure that
personnel actions taken are reasonable and compliant; to ensure that
physical facilities are adequate for research needs; and with the VC for
Students to ensure optimal involvement of students in the research
activities of the University of Hawaii at Manoa.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH AND GRADUATE EDUCATION

In support of and under the direction of the Chancellor, the Office directs the
University of Hawaii at Manoa’s research and graduate programs through the
development of governing policies, the conduct of program planning and assessment,
the determination of directions, the setting of priorities in response to new research
opportunities, the formulation of goals and objectives, and the allocation of resources.

The Office is actively involved in encouraging and developing new research
initiatives, in providing an environment conducive to research, in establishing
approved new research programs, and in restructuring existing programs within
policy. The Office facilitates and encourages technology transfer and economic
development activities by the University of Hawaii at Manoa.
The Office of the VCRGE provides the following services:

- Oversees Graduate and Professional Education
- Oversees most Organized Research Units.
- Oversees the School of Ocean and Earth Science and Technology.
- Initiates and develops long-range planning studies for research at the University of Hawaii at Manoa
- Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence.
- Coordinates the activities of the research units and programs through the respective academic deans and directors.
- Selects/appoints University of Hawaii at Manoa representatives to various external and internal boards and committees associated with University research programs.
- Serves as the Chancellor's representative for research with a variety of individuals, groups and agencies, both inside and outside the University of Hawaii at Manoa, such as Federal and State agencies, other research institutes and universities, legislators, and the general public, which have the potential to take appropriate actions to enhance the University of Hawaii at Manoa's research programs and capabilities.
- Serves as the University of Hawaii at Manoa source of expertise on the subject of research programs and activities.
- Manages strategic initiatives, research program development, research information systems, business operations of the Office of the VCRGE and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support.
- Oversees matters having to do with vertebrate animal care and use, including oversight of the Institutional Animal Care and Use Committee and supervision of the Laboratory Animal Service.
- Finds means by which the research environment can be improved and made more conducive to research and educating faculty concerning research funding opportunities and proposal preparation.
- Identifies opportunities for Federal funding of research and helping researchers obtain the Federal financial support they need.
- Manages of the Research and Training Revolving Funds, the fiscal management of campus wide research initiative headed by the office of the VCRGE, the management of internal resource allocations within the office of the VCRGE and the interaction with the Research Corporation of the University of Hawaii in fiscal matters.
- Interacts with the Office of Research Services to provide appropriate procedures to foster research and training activities at the University of Hawaii at Manoa.
- Provides general oversight of the appointment, compensation, and service conditions of post-doctoral fellows.
- Serves as the Chancellor's representative and advisor on interactions with the Research Corporation of the University of Hawaii.
- Provides advice, assistance, financial support, and administrative guidance for new research centers and institutions during the formative or start-up phases.
- Supports the Chancellor in other matters as directed.