

UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF RESEARCH ADMINISTRATION

MAJOR FUNCTIONS

THE MISSION OF THE OFFICE OF RESEARCH ADMINISTRATION (ORA)

The central mission of ORA is to serve as the University's arm (for all campuses) in seeking extramural funding opportunities, the review of proposed projects, the submission of requests for funding from extramural sources, negotiating the extramural support with outside agencies, accepting the awards on behalf of the University and providing the faculty with post-award implementation of the projects.

ORA also prepares the necessary policies and procedures for compliance with the Federal requirements and regulations, conducts educational workshops on compliance, and makes the necessary certification, representations and assurance to Federal agencies. This responsibility is assigned to the Compliance Officer who reports to the Director of Research.

Objectives

The objectives of ORA are:

- (a) to make information on extramural funding programs available to faculty
- (b) advise and assist faculty in preparing proposals for extramural funding
- (c) negotiate and obtain awards for faculty projects
- (d) oversee the administration of funded projects and facilitate the work of the funded faculty to assure success of project
- (e) protect the rights of the UH and the faculty with respect to patents on inventions
- (f) encourage faculty initiative through awards to initiate projects (seed money and matching funds) and to present papers at professional meetings

- (g) assure the protection of the rights of human subjects in projects and the proper treatment and care of laboratory animals

The services provided by ORA are offered to all faculty, programs, departments and institutes throughout the U.H. system.

ORGANIZATION OF ORA

In addition to the Office of the Director of Research, there are four divisions of the ORA which are designed to help achieve its mission. The Extramural Project Development Division provides individual faculty members with up-to-date information on funding opportunities for their specialized areas and provides reports to the UH administration on extramural funding, maintaining a five year data base on proposals submitted and awards received. The Extramural Projects Division under which there is a Research Projects subdivision and a Non-Research Projects subdivision. The Research Projects subdivision provides the faculty with the necessary advice and assistance to prepare a research proposal, ensuring compliance with the regulations of the granting agency, the Federal and State governments and the UH, submits the proposal and when appropriate negotiates the award. Files are maintained on all proposed and funded projects and advice and assistance are given to the investigators until the projects have been completed. The Non-Research Projects subdivision also provides the same services as the research projects for non-research projects (training, instrumentation, fellowships, facilities grants, conferences, etc.). The third division of ORA is the Fiscal Centers. This division provides the services of fiscal officers to faculty who have extramurally funded projects in departments or units which have no fiscal officers. The staff of this division give fiscal advice, maintains the accounts and assists the faculty in all fiscal aspects of their projects. There are four Fiscal Centers, each serving researchers in a number of units:

Fiscal Center**Units Served**

- | | |
|--|---|
| 1) Office of Research Administration | VP Rsch & Grad Ed |
| 2) Office of Research Administration | WRRC
Social Sciences
Departments |
| 3) Office of the Director, HNEI | HNEI, Engineering,
Industrial Relation
Ctr.
Lyon Arboretum |
| 4) Office of the Dean,
Natural Sciences | Natural Sciences
Departments
DUMAND Project |

The fourth division of ORA is Fiscal and Personnel Administration, which handles the fiscal affairs of the Office of Research Administration and the Office of the Vice President for Research and Graduate Education. The Director of Research has been given the authority for personnel actions and for the approval of travel for the following research units:

Social Science Research Institute
Industrial Relations Center
Water Resources Research Center
Lyon Arboretum
Laboratory Animal Service

This authority is exercised through the division of Fiscal and Personnel Administration.

ADDITIONAL FUNCTIONS OF ORA

ORA is charged with additional functions performed through the office of the Director of Research. These include:

1. The University Research Council
ORA serves as the administrative arm of the University Research Council. The intramural support for faculty projects, faculty travel to conferences or for equipment matching is administered by ORA for the URC. Proposals are solicited, evaluations obtained and URC decisions on funding are implemented. Fiscal support

services and administrative assistance to faculty are provided by ORA. The Director chairs the URC. ORA is responsible for the administration of these funds, and prepares the annual reports as mandated by law.

2. Biomedical Research Support Grant

ORA serves as the administrative arm of the Biomedical Research support Grant from the U.S. Public Health Service. ORA applies for the grant and solicits proposals from UHM faculty, arranges for review by the BRSG Committee, administers the awards to faculty and prepares and submits the final report to PHS annually.

3. UH-EWC Collaborative Research

ORA serves as the administrative arm of the UH-EWC Collaborative Research Program, convening the review committee and administering the funding for the approved projects. The Director of Research co-chairs the Committee and is responsible for the quarterly and the annual reports on the program.

4. Committee on Human Studies

ORA serves as the administrative arm of the Committee on Human Studies, mandated by the Federal Government and responsible for the review of all projects involving human subjects. The Compliance Grants Officer serves as the Executive Secretary of CHS.

5. University Patent and Copyright Committee

The University Patent and Copyright Committee is co-chaired by the Director. The PCC is charged with all decisions and actions on inventions and material that might be subject to copyright. Policy recommendations and procedure changes are also the responsibility of the PCC.

6. OPAS and IPAS Authority

The Director of Research is the UH official authorized to approve certain changes on behalf of the National Science Foundation and the Public Health Service funded projects at the UH. ORA is responsible for maintaining the documentation for audits.

7. Research and Training Revolving Fund

ORA administers the Research and Training Revolving Fund. Preparing the annual reports to the Governor and the legislature on the use and impact of these funds is also a responsibility assigned to ORA.

8. Animal Care Advisory Committee and the Laboratory Animal Service

The Director of Research has been assigned the line authority for the Animal Care Advisory Committee, which reviews and approves protocol of any research involving the use of animals as mandated by U.S. laws and regulations; and for the Laboratory Animal Service, which is responsible for the animal facilities at UH Manoa.