

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
**OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH**

FUNCTIONAL STATEMENT

**OFFICE OF THE VICE CHANCELLOR FOR RESEARCH (OVCR) – Org Code:
MAVCRG**

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 programs of the University of Hawai'i at Mānoa. The Vice Chancellor for Research (VCR) serves as the chief policy advisor to the Chancellor in these areas and the chief operating officer for University of Hawai'i at Mānoa research programs.

Authority:

The OVCR 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 Hawai'i at Mānoa. Leadership, direction and oversight is provided to select organized research units (ORUs), and the School of Ocean and Earth Science and Technology.

Interactions with other UHM Vice Chancellors

The VCR works with the Vice Chancellor for Academic Affairs to ensure that the research 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 Hawai'i at Mānoa.

Major Functions of the Office

In support of and under the direction of the Chancellor, the Office directs the University of Hawai'i at Mānoa's research 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 Hawai'i at Mānoa.

The responsibilities of this Office also include the following:

- Initiates and develops long-range planning studies for research at the University of Hawai'i at Mānoa.
- 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 Hawai‘i at Mānoa 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 Hawai‘i at Mānoa, 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 Hawai‘i at Mānoa’s research programs and capabilities.
- Serves as the University of Hawai‘i at Mānoa 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 VCR, and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support.
- 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 the Research and Training Revolving Funds, the fiscal management of campus wide research initiative headed by the office of the VCR, the management of internal resource allocations within the office of the VCR 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 Hawai‘i at Mānoa.
- 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 Hawai‘i.
- 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.

The following units report to the Vice Chancellor:

- School of Ocean and Earth Science and Technology – Org Code: MAOEST
- UH Cancer Center – Org Code: MACRCH
- Waikīkī Aquarium – Org Code: MAWA
- Lyon Arboretum – Org Code: MALYON
- Institute for Astronomy – Org Code: MAIFA
- Water Resources Research Center – Org Code: MAWRRC
- Environmental Health & Safety Office – Org Code: MAEHSO
- Center on Aging – Org Code: MACOA
 - The University of Hawai‘i Center on Aging offers graduate and undergraduate 15-credit certificates in gerontology, with students taking courses from professors across campus in the fields of family resources, law, medicine, nursing, public health, psychology, social work, sociology, etc.
 - Support the UH chapter of Sigma Phi Omega (gerontological honor society), provide service to the community, and conduct research on aging.
 - Conducts program development and evaluation.
- Office of Research Compliance – Org Code: MARGCP
 - Human Studies Program – Org Code: MARCHS
 - Oversees and directs the federally-mandated human research protection program.
 - Designed to function as the federally mandated Institutional Review Board (IRB) for the University of Hawai‘i System.
 - Responsible for monitoring all research involving human subjects.
 - Animal Welfare and Biosafety Program – Org Code: MARCAW

- Oversees and directs the federally mandated Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) for the University of Hawai‘i System.
- Animal and Veterinary Services Program – Org Code: MARCAV
 - Responsible for administering the Program of Humane Care and Use of all vertebrate animals for the University of Hawai‘i System.
- Research Integrity Program – Org Code: MARCRI
 - Responsible for administering compliance in the areas of Research and Scholarly Misconduct, Responsible Conduct of Research (RCR), and Conflicts of Interest (COI) for the University of Hawai‘i System.

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OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
OFFICE OF RESEARCH COMPLIANCE

FUNCTIONAL STATEMENT

OFFICE OF RESEARCH COMPLIANCE (ORC) – Org Code: MARGCP

Major Functions of the Office:

In support of and under the direction of the Vice Chancellor for Research, the Office is responsible for ensuring compliance of research and scholarly work involving the use of vertebrate animals, human participants, microbiological materials, and issues related to the research and scholarly misconduct, and responsible conduct of research. This office is also responsible for appropriate veterinary care, and for the health and well-being for all animals used at the institution, and for managing and operating university animal facilities involved in biomedical and neuroscience research and training on the UH Manoa campus and at the John A. Burns School of Medicine at Kaka'ako.

Human Studies Program – Org Code: MARCHS

Human Studies Program directs and oversees the federally-mandated human research protection program under a Federal wide Assurance (FWA), an agreement executed between the University of Hawai'i and the DHHS Office for Human Research Protections (OHRP).

The Human Studies Program staff members perform the following tasks:

1. Administers three Institutional Review Boards (IRB) that serve the University of Hawai'i and several partnership institutions
2. Reviews all exempt research protocols involving human participants
3. Oversees the initial and continuing review of all non-exempt research protocols involving human participants or their private identifiable information
4. Provides education, training, consultation and support to UH faculty and others who perform human participant research across the University of Hawai'i system
5. Develops and implements policies and procedures to ensure compliance with applicable federal regulations and University policies
6. Maintains documentation of protocol review, approval and oversight
7. Follows up on allegations of non-compliance with applicable regulations and policies.
8. Conducts on-site monitoring visits of active protocols involving human participants.

Animal Welfare and Biosafety Program – Org Code: MARCAW

The Animal Welfare and Biosafety Program provides oversight and direction for the system-wide, federally-mandated Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) for the University of Hawai'i.

The Animal Welfare Program staff members perform the following tasks:

1. Review and approve animal use protocols
2. Inspect animal facilities and specific programs
3. Investigate alleged and confirmed non-compliant adverse events
4. Consult and advise on appropriateness of proposed and actual experimental procedures to meet criteria for scientific data gathering
5. Review and confirm extramural award information conformity with actual animal use protocol design
6. Provide administrative support for IACUC

The Biosafety Program staff members perform the following tasks:

1. Conduct training for faculty, staff, and students
 - a. General Biological Safety
 - b. Transportation of Biological Commodities
 - c. Blood Borne Pathogen Standards and Sharps Hazard Prevention
 - d. Select Agents
 - e. Biosafety Cabinet Use
2. Conduct laboratory biosafety inspections
 - a. Annual Review
 - b. Unannounced
 - c. Permitting and IBC Protocols
3. Process biological material importation applications
4. Dispose biological waste
5. Provide administrative support for IBC

Animal and Veterinary Services Program – Org Code: MARCAV

Animal and Veterinary Services (AVS) fulfills three functions at the University of Hawai'i (UH):

1. The Office of the University Veterinarian (UV) has System-wide responsibilities for overseeing the health and well-being and clinical care of all vertebrate animals used by the UH, as required by United States federal law. As such the Office of the UV assists Principal Investigators with the development and review of Institutional Animal Care and Use Committee (IACUC) protocols, and conducts at least semi-annual scheduled visits to facilities where vertebrate animals are housed or used for research, training, or other activities. The Office of the UV may provide veterinary care for animals used on IACUC protocols.
2. AVS operates the vivariums and provides daily care for animals used for biomedical and neurobehavioral research and training on the Manoa campus and at the John A. Burns School of Medicine (JABSOM) at Kaka'ako.
3. AVS helps fulfill the federal mandate that personnel involved with care and use of vertebrate animals are adequately trained, and/or qualified in the basic principles of animal care and use to ensure quality research and animal well-being. As such AVS provides necessary training of personnel using or caring for animals on behalf of the UH.
4. Provides consultation on fish health management through its fish diagnostic laboratory and providing education for the UH fish facilities and the community.

Research Integrity Program – Org Code: MARCRI

Staff of the Research Integrity Program are responsible for handling allegations of Research and Scholarly Misconduct and whistleblower retaliation, and for educating faculty, staff and students about Responsible Conduct of Research.

The Research Integrity Program staff members perform the following tasks:

Research and Scholarly Misconduct:

1. Receive misconduct allegations; assist in gathering information and completing the assessment, inquiry and investigation, as appropriate.
2. Provide staff support for all aspects of misconduct cases, concerns, conflicts, and Ethics Committee (EC).
3. Communicate with key parties: Complainant, Respondent, Witnesses, EC, Vice Chancellor, Deciding Official, and federal Office of Research Integrity.
4. Manage case records
5. Transcribe interviews
6. Update misconduct policy/program as required by federal regulations
7. Provide training sessions or workshops related to misconduct
8. Provide assistance as needed to Vice Chancellor for Research in fact-finding investigations and other areas of concern

Responsible Conduct of Research (RCR):

1. Monitor on-line RCR training (CITI) component
2. Prepare and deliver interactive RCR training sessions
3. Manage database for RCR training completions
4. Maintain communication with other campuses for collaboration related to RCR
5. Update RCR plan/program as required by federal regulations