

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE PROVOST
OFFICE OF THE VICE PROVOST FOR RESEARCH AND SCHOLARSHIP
FUNCTIONAL STATEMENT

**OFFICE OF THE VICE PROVOST FOR RESEARCH AND SCHOLARSHIP (OVPRS) –
Org Code: MAVCRS**

The Office of the Vice Provost for Research and Scholarship (OVPRS) has leadership responsibility for the planning, direction, initiation, development, and coordination of research and scholarly work at UH Mānoa. The Office promotes and facilitates activities that advance UH Mānoa’s distinction as a Carnegie R1 doctoral university with “Highest Research Activity.” The Vice Provost for Research and Scholarship (VPRS) serves as the senior research officer and policy advisor to the Provost on research matters and is a member of the Mānoa Cabinet, the Provost’s Council and the Mānoa Leadership Team.

The VPRS 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 Mānoa Research and Training Revolving Funds in support of the research enterprise, to develop and promulgate policies for research compliance of the faculty, students and staff with Federal and State regulations, and to take actions to improve the research climate at the UH Mānoa.

In support of deans and directors, the VPRS and OVPRS direct the UH Mānoa’s research programs through the development of governing policies, the conduct of program planning and assessment, the setting of priorities in response to new research opportunities, the formulation of goals and objectives, and the allocation of resources. The OVPRS 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 OVPRS facilitates and encourages innovation, technology transfer, and economic development activities at the UH Mānoa by interacting with UH System Office of Innovation and Commercialization responsible for supporting these activities.

The VPRS provides leadership and strategic direction for the following units:

- Strategic Research Development
- Postdoctoral and Student Research
- Environmental Health and Safety Office

Specific OVPRS responsibilities include the following:

1. Initiates and develops long-range planning for research at the UH Mānoa.
2. Facilitates the activities of the research units and programs through the respective academic deans and directors.
3. Manages strategic initiatives, research program development, and business operations of the OVPRS.
4. Finds means by which the research environment can be improved and made more conducive to research and advising faculty about strategic research funding opportunities and development.
5. Identifies opportunities for Federal and private funding of research and helping researchers seek extramural grant support for their research.
6. Manages the Research and Training Revolving Funds, the fiscal management of campus wide research initiatives headed by the OVPRS, and the management of internal resource allocations within the OVPRS.
7. Provides advice, assistance, financial support, and administrative guidance for new strategic research programs during the formative or start-up phases.
8. Provides support for research opportunities for graduate students at the UH Mānoa.
9. Facilitates postdoctoral research and affairs in collaboration with programs and units at UH Mānoa
10. Administers and coordinates a campus-wide Undergraduate Research Opportunities Program for undergraduate students in all disciplines.
11. Interacts with the UH System Office of the Vice President for Research and Innovation (including Office of Research Services, Office of Innovation and

- Commercialization, and Office of Research Compliance) to foster research, technology transfer, and commercialization activities at the UH Mānoa.
12. Assists in the review of and consultation on non-sponsored research agreements between UHM and non-UH entities to ensure conformity with statutory, regulatory, and UH policy and procedural requirements.
 13. Selects/appoints UH Mānoa representatives to various external and internal boards and committees associated with University research programs.
 14. Serves as the Provost's representative and advisor on interactions with the Research Corporation of the University of Hawai'i.
 15. Serves as the Provost's representative for research with a variety of individuals, groups and agencies, both inside and outside the UH 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 UH Mānoa's research programs and capabilities.
 16. Supports the Provost in other research matters as directed.

STRATEGIC RESEARCH DEVELOPMENT – Org Code: TBD

Strategic Research Development is responsible for strategic, proactive, and capacity-building activities designed to facilitate individual Principal Investigators and their research teams in attracting extramural research funding, creating internal and external relationships, and developing and implementing strategies focused on advancing institutional competitiveness in targeted areas of strengths.

Major functions include:

1. Identifies and disseminates extramural research funding opportunities targeted to faculty members' research expertise.
2. Fosters research team building via promoting and providing guidance for intra- and extra- mural interdisciplinary collaborations among faculty at campus, state, national, and international levels.
3. Identifies and assists faculty in applying for honorific awards.
4. Fosters innovative research directions in support of UH Mānoa's strategic goals and initiatives via catalyzing new cross-disciplinary research initiatives.
5. Manages and coordinates UH Mānoa faculty expertise database and other collaboration analytic tools.
6. Manages faculty research travel award program.
7. Coordinates and manages UH Mānoa limited submission opportunities process in collaboration with the UH Office of Research Service.
8. Convenes a campus-wide research administrative support committee.

POSTDOCTORAL & STUDENT RESEARCH – Org Code: TBD

Postdoctoral and Student Research at UH Mānoa promotes, enhances, and supports a vibrant research community campus-wide. The Postdoctoral and Student Research office is responsible for facilitating the engagement of postdoctoral researchers, undergraduate and graduate students in research and creative work activities related to their disciplines and assisting in advancing a supportive research and creative work campus culture that optimizes academic and professional growth.

Major functions include:

1. Administers the Undergraduate Research Opportunities Program (UROP) including development, coordination, and management of faculty-mentored undergraduate research and creative work opportunities across all disciplines at UH Mānoa. Programs and activities supported by UROP include: the Summer Undergraduate Research Experience (SURE) program, the SURE Symposium, Undergraduate Showcase Events and other undergraduate student presentation venues, UROP funding opportunities, and UROP Council (UROC).
2. Facilitates and supports graduate student research and scholarly work in collaboration with graduate degree programs, UH Mānoa Graduate Student Organization, and the Graduate Division by helping graduate students identify and pursue funding opportunities for research and scholarly work in efforts to promote graduate student research activities.
3. Facilitates postdoctoral research scholars' career advancement and promotes an

enriched community for postdoctoral research scholars in collaboration with programs and units at UH Mānoa.

ENVIRONMENTAL HEALTH & SAFETY OFFICE – Org Code: MAEHSO

The Environmental Health & Safety Office (EHSO) works to promote a safe R1 campus environment through the development and administration of health and safety programs critical to education and research. The EHSO includes the following functional units: Radiation Safety, Diving Safety, Occupational Health and Safety, Hazardous Materials Management, and Environmental Compliance.

Major functions include:

- 1. RADIATION SAFETY – Org Code: MARSEH**
Monitors the procurement, use, storage, and disposal of radioactive isotopes and radiation sources in accordance with the University's Nuclear Regulatory Commission (NRC) license. Monitors the safe use of level 3 and 4 lasers in accordance with the Laser Safety Program.
- 2. DIVING SAFETY – Org Code: MADSEH**
Monitors the safe conduct of compressed gas diving, for University scientific, educational and/or commercial diving activities using SCUBA and/or other underwater diving life support systems, as required by federal and state commercial diving regulations, and consensus national community standards.
- 3. OCCUPATIONAL HEALTH & SAFETY – Org Code: MAOHEH**
Monitors laboratories, facilities and operations for compliance with federal and state rules and regulations related to workplace safety and health via consultation, inspection, hazard evaluation and training.
- 4. HAZARDOUS MATERIALS MANAGEMENT – Org Code: MAHMEH**
Manages the identification, classification, storage and transportation of potentially hazardous chemicals. Also manages the disposal of hazardous wastes generated by University operations in accordance with federal and state regulations.
- 5. ENVIRONMENTAL COMPLIANCE – Org Code: MAECEH**
Monitors University operations for compliance with U.S. Environmental Protection Agency and State of Hawai'i rules and regulations related to the protection of the environment (e.g. storm water management, air and water pollution).