GUIDELINES REGARDING SCHOOL OF NURSING RESEARCH SUPPORT

Workload Adjustment

Commitments of major blocks of faculty time to internally or externally funded projects represent a contribution by the School, particularly when teaching responsibilities must be assumed by others. Workload adjustment to allow for time allocation for research activity is negotiated with the Vice Dean for Office of Faculty Excellence (OFE) and the Associate Dean for Graduate Studies/or the Associate Dean for Undergraduate Studies and the Dean after approval of the project, its budget, and its time frame. Specific objectives for the research activities to be achieved and the time frame must be submitted in writing. Reporting mechanisms are the same as those for any school-supported research.

Staff Support for Research

Faculty with new proposals, unfunded projects or those without budget for staff services, are provided support for preparing proposal drafts, grant applications, IRB applications, and abstracts. Final draft and submission copies of research manuscripts and abstracts is supported by the Research Office.

Copying/Saving of Files

All copying/Saving of files for research activities will be done by the Research Office Staff.

Computers and Consultation for Research Use

Staff consultation is available for faculty and students in ONRS. Individuals external to Health Science Center have access to these resources only in collaboration with, or under supervision of, a faculty member and directed by the Vice Dean for Research. A computer with network link, various software applications, and a reference database is available for faculty and students for research use. The Health and Psychosocial Instrument Index program (HAPI), an interactive computer program, is available on web through HSC library on OVID.

Writing Assistance

The Vice Dean and support staff are available for manuscript consultation at no charge to <u>faculty</u>. They may be consulted at any stage of the process, although it is advisable to obtain this help as early as possible.

IRB Assistance

Faculty and/or students preparing a proposal for IRB approval must obtain forms available on the IRB website at http://research.uthscsa.edu/irb/. Contact the Vice Dean for Research for assistance in preparing materials or refer to the UTHSCSA IRB support office.

File Storage Space

Storage space for research files in the Research Office is limited and must be reserved for the <u>use of researchers with active projects in process</u>. Projects necessitating additional office space for personnel and equipment must be consistent with the Committee on Scholarship Space Guidelines <u>prior</u> to submission of a grant application or implementation of a project. The Research Assistant or faculty responsible for data entry will hold surveys and data forms only until data are entered. At that time faculty will be responsible for retrieving and storing original

forms in their own office in locked file cabinets. In an effort to protect the privacy, the study staff will use code numbers instead of name, to identify Protected Health Information (PHI). Initials and numbers will be used on any photocopies of study records. Health information will be shared <u>only</u> with people and groups involved in overseeing the research study. UTHSCSA is in compliance with the HIPAA privacy rule.

Project Work Space

All scholarly and research activities will be housed in the Office of Nursing Research and Scholarship. ONRS Office Manager is responsible for scheduling administrative work areas, wet lab areas and behavioral space areas which are available to support research and scholarly activities. As space is limited, it is highly recommended that all grant and contract submissions coordinate projected space requirements prior to submission. Funded projects will have priority when it comes to workspace.

External Consultants and Visiting Scholars

Services of expert external consultants in project development and grantsmanship may be contracted by the School as budget and scheduling allow. Faculty wishing consultations by specific external individuals requiring funding must be approved by the Vice Dean for Research. Visiting scholars, providing courtesy consultation or presentations, should coordinate their visit through the Vice Dean for Research, with approval of the Dean. In some cases, office space and specific research activities can be arranged during an extended visit.