

RESEARCH POLICIES AND GUIDELINES**General Research Office Policies**

1. All research, funded or unfunded, conducted by faculty and students of the School of Nursing is to be recorded and processed to the Vice Dean for Research prior to submission of the IRB application. All types of human research projects are to provide documentation that the investigators (principal and sub- or co-investigators) have read the document "Commitment to Comply with DHHS Regulations for Protection of Human Research Subjects". The principal investigator and all sub- or co-investigators should also successfully complete the CITI training to protecting study volunteers in research. A copy of documentation must also be filed in the ONRS.
2. All research, program/project, and training grants from the school of nursing faculty, students, and affiliates, regardless of funding source need to submit Grant Initiation Form (Intent to submit/Blue form) to the ONRS staff after and follow the Process Guidelines for any/all grants. Both of these forms are available in the ONRS. Faculty must meet with the Vice Dean for Research and OFE, Manager establish an action plan for grant production. All grants from the School of Nursing are recommended to have an internal and external review at least 4 weeks prior to the due date.
3. All external proposals and contracts, regardless of size or funding agency, must be signed off by the Office of Sponsored Programs on the Certificate of Proposal (COP) one week prior to the due date. These forms are available on the OSP website.
4. IRB approval or exemption is required prior to the conduct of any research at the School, including pilot studies. Any modification of IRB-approved protocols must be formally communicated to the IRB (via a letter of request or a memo) with a copy of the correspondence filed in the Research Office.
5. Researchers internal or external to the School, proposing to conduct research with the School of Nursing faculty, students, or staff as subjects, must contact the ONRS, Manager and/or to obtain policies and a form for administrative approval. A copy of the proposal must be filed in the Research Office. Requests for changes in the approved protocol must be filed in the Research Office with copies to all those who approved the study.
6. School of Nursing faculty must file a copy of any funding application with the ONRS. A copy of reviewer's comments must also be filed in the Office of Nursing Research.
7. Appointments with the Vice Dean for Research are made through ONRS, Manager.
8. Consultation and referral sources for data acquisition forms, data input, and analyses are available from the Research Office. Consultative appointments are made with the Vice Dean through the ONRS, Manager.

Please see The University of Texas Health Science Center at San Antonio Handbook of Operating Procedures <http://www.uthscsa.edu/hop2000/> Chapter 7 – Research and Sponsored Programs - for information regarding Research Fraud/Misconduct Policy and Conflicts of Interest or Commitment.