

GUIDELINES FOR SPONSORED RESEARCH
at
THE UNIVERSITY OF NORTH CAROLINA
AT CHAPEL HILL

June 1, 1988

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PREFACE

These Guidelines for Sponsored Research were developed at the request of the Chancellor by a special committee composed of faculty and senior administrative officers to assist you in referencing important University policies that bear on your sponsored research activity. These Guidelines have been reviewed by the Faculty Committee on Research and by the Deans, Directors and Department Chairs with their faculties. It is hoped that they will be useful to you as a convenient source of information pertinent to the administration of your research activity.

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INTRODUCTION

The purpose of this handbook is to describe and provide a ready reference to major policies and procedures governing sponsored research at The University of North Carolina at Chapel Hill. Except where noted, the handbook merely summarizes existing policies and procedures and does not establish new or different policies and procedures. It does not provide information on procedures of various Federal granting agencies; such information is available through the University's Office of Research Services. This handbook also does not duplicate the University's Business Manual's "Contracts and Grants" Section. The Office of Contracts and Grants should be consulted for specific information in that area. Help on other matters referenced in this handbook is available through the offices of deans and center and institute directors as well as from the offices listed on page 13 along with their telephone numbers.

Freedom of inquiry is fundamental to the conduct of research at The University of North Carolina at Chapel Hill. The University is dedicated to the discovery, transmission, and advancement of knowledge and understanding, and academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty, staff, and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would inappropriately restrict their professional activity.

An environment of free inquiry is the foundation that supports the University's continued development and vitality. Research, scholarly work, and other forms of creative endeavor are essential for the continued intellectual growth of the students, faculty, and staff and for the sustenance of excellence in its programs of teaching and service.

CRITERIA FOR ACCEPTANCE OF RESEARCH SUPPORT THROUGH CONTRACTS AND GRANTS

In seeking external sources of support for research, members of the faculty and research staff must do so in a fashion consistent with the policies and standards of the University.

External support should be sought or accepted by the University only for projects that are judged to strengthen its capability to serve its main purposes, including whether the project will contribute to the discovery of new knowledge, contribute to the program of undergraduate or graduate instruction, provide opportunities for undergraduate or graduate student participation, contribute to the professional development of the faculty, or improve the University's service to the public.

The following questions must be evaluated and answered affirmatively by the University administration, generally the department chair,* when a sponsored research proposal is being considered:

1. Is the proposal in harmony with and does it contribute to improvement in knowledge, capability, equipment, and/or facilities in a field considered appropriate to the University's central purposes and objectives?
2. Is it compatible with the spirit of freedom of inquiry and are the rights for publication assured to the investigator and the University?
3. Is it consistent with the ethical standards of the University?

RESPONSIBILITIES OF FACULTY AND RESEARCH STAFF WITH REGARD TO SPONSORED RESEARCH ACTIVITIES

Eligibility to Serve as Principal Investigator

Only full-time, permanent EPA employees are eligible to serve as principal investigators on externally sponsored research projects. Any exceptions require the approval of the department chair and the dean. Under certain circumstances, postdoctoral fellows are eligible to serve as principal investigators, with the approval of the Affirmative Action Officer required in addition to the normal administrative approvals.

External Support of University Work

Before outside research support is accepted, each member of the faculty and research staff is responsible for making provisions acceptable to the department chair to sustain his or her University commitments. Once a member of the faculty or research staff accepts outside sponsorship of a project that will be of benefit to the University, he or she has an obligation to complete the project in a timely manner, including any obligation to file reports as called for by the sponsored research agreement.

* "Department Chair" is used in this handbook as a generic term for department chairmen and other heads of academic units, including centers and institutes. However, these terms are not always interchangeable. Any questions in this regard should be addressed to the appropriate dean.

No member of the faculty or research staff may commit the University to any sponsored research agreement without the appropriate University administrative approval. Procedures for seeking such approval are included in this document under the heading "Procedures for Processing and Approval of Proposals," beginning on page 10.

Openness of Research Environment

It is a fundamental responsibility of faculty and research staff to maintain the openness of the University's research environment. They must remain alert to the possible -compromising effects of any extramural research sponsorship on this openness. They must also evaluate the effects of their own outside activities on the objectivity of their decisions and recommendations and on their obligations to the University, their colleagues, and their students, in light of the University's responsibilities to the public.

Departmental and school administrators are responsible for monitoring the openness of the research environment and for taking such steps as are necessary and appropriate to maintain it, including monitoring adherence to the University's Publication Policy and to its Policy on External Professional Activities for Pay, both of which are discussed below.

THE FACULTY - STUDENT RELATIONSHIP

The quality and relevance of teaching is enhanced by active participation of teachers in scholarly investigation, research, and other creative work in fields related to those they are teaching. The involvement of students as active participants in research projects can advance the students' understanding and competence far beyond the level that would be possible otherwise. Therefore, the potential contribution of a proposed research project to the enrichment and quality of the undergraduate and graduate reaching program is one of the criteria on which judgments are made as to the wisdom of undertaking research projects or accepting external support.

Situations can arise in which a faculty member, who has close association with an external organization or interests, allows that involvement to influence his or her role as a teacher, mentor, or supervisor of research, to the detriment of students. Such influence could include pressure on students to undertake research of little educational value in order to advance research of direct interest to the external organization; transmission of students' research results to the organization before the research has been completed; inability of a faculty member who is frequently absent from the research setting to give appropriate advice on the conduct of students' research; and pressure on students to change research directions to work on projects that strengthen an external organization's competitive position.

These potential problems, and others that may arise, must be considered in context. Through association with an external organization, graduate students and postdoctoral scholars may gain valuable experience, as well as financial support, not otherwise available in their areas of research. These valuable and appropriate features must be balanced against possible drawbacks mentioned above.

As a teacher, the faculty member should encourage the free pursuit of learning. He or she must demonstrate respect for the student as an individual, adhere to the proper role as intellectual guide and counselor, and avoid any exploitation of students for personal or corporate advantage. In every instance, significant assistance from students must be acknowledged by the faculty member. In the case of sponsored research projects involving permissible publication delay or the receipt of proprietary information, special provisions may be required in funding agreements to protect the

free dissemination of students' work. No agreement with an external organization or interest should interfere with the dissemination or oral defense of students' research theses and dissertations.

The responsibility for monitoring these faculty relationships with students rests with the faculty and the University administration. Allegations of deviations from acceptable standards in this regard should be brought to the attention of the dean or department chair. Such allegations will be investigated, and, where appropriate, action taken by the appropriate administrative officer. Any action is subject to review by the next level of administration and through standard University grievance processes to the extent applicable.

POLICY AND PROCEDURES ON ETHICS IN RESEARCH

Public trust in the integrity and ethical behavior of scholars must be maintained if research is to continue to play its proper role in our University and society. It is the policy of The University of North Carolina at Chapel Hill that research carried out by its faculty and staff be characterized by the highest standards of integrity and ethical behavior. It is further the policy and obligation of the University to inform fully, consistent with University policy and the requirements of the research sponsor, all affected parties where research data or results of projects or programs sponsored by, or under the administrative supervision of, the University have been falsified or otherwise misrepresented.

Each member of the University community has a personal responsibility for implementing this Policy in relation to any scholarly work with which he or she is associated and for helping his or her associates in continuing efforts to avoid any activity that might be considered in violation of this policy.

The University's Ethics in Research Policy defines "Misconduct in Research" as (1) serious deviation, such as fabrication, falsification, or plagiarism, from accepted practices in carrying out research or in reporting the results of research; or (2) material failure to comply with Federal requirements affecting specific aspects of the conduct of research; e.g., the protection of human subjects, the welfare of laboratory animals, and the guidelines for recombinant DNA technology.

Anyone having reason to believe that a member of the-faculty or staff has engaged in misconduct in research should consult with his or her own department chair regarding the procedures to follow. Copies of the University's Policy on Ethics in Research are available from the chair or dean. Advice about the policy is available from the Assistant to the Chancellor.

PUBLICATION POLICY

Introduction

Research at The University of North Carolina at Chapel Hill is governed by the tradition of the free exchange of ideas and prompt transmission of research results. The University is committed to the open communication of new knowledge to scholars, students, and the public, in keeping with the traditions of the free University community

Publication Delays

Any program, grant, or contract that will prevent investigators from publishing fully and freely the results of their investigations cannot be accepted or participated in. To acknowledge the need in certain circumstances for reasonable publication delays to protect patent and related rights, to permit the sponsor to comment on a proposed publication, or to provide a short lead time to the sponsor, The University of North Carolina Board of Governors' Patent and Copyright Policies permit a delay of up to one calendar year.

Other Restrictions on Freedom to Disseminate Results

Unacceptable restrictions of the freedom to disseminate research results include any of the following: assigning ownership of results to the extramural funding source without appropriate reservation of University rights freely to use and disclose the research results; assigning the final decision regarding what may be published or where it may be published to the external funding source; or permitting an unreasonably long delay in the publication of the information resulting from the sponsored work, even though the delay may be within the maximum period of publication delay permitted by the Board of Governors' Patent and Copyright Policies. Exceptions to this position are to be identified in advance and must receive the written approval of the Chancellor.

Proprietary Information

Special contractual provisions are required where a sponsored research project is proposed that will involve the disclosure to University faculty and research staff of proprietary information belonging to the research sponsor. It is important to distinguish between the freedom to publish the results of the University's own research efforts and the necessary obligation to protect proprietary information of the sponsor, when the sharing of proprietary information may be in the best interests of the University, the principal investigator, and the research sponsor. The University's and the investigator's ability to receive and treat as confidential such information of the sponsor may be the only way information essential to meeting the goals of the research will become known in a timely manner to University scientists. The interest of the commercial firm necessarily is that its proprietary information not be made available to others, an interest that should not automatically disqualify the project from consideration for acceptance.

Where provisions in the sponsored research agreement protect the University and the researcher from the possibility that a commercial firm will attempt to claim as its proprietary information the results of the University's own efforts in a research project, the project may be undertaken. Any information claimed as proprietary must where possible be transmitted by the sponsor to the University in writing. Further, the option to accept the condition of confidentiality must remain with the researcher and the University. The following must be excluded from any definition of proprietary information: information that is in the public domain; information which, after disclosure to the University, becomes part of the public domain; information that the University lawfully acquires from a third party; and information independently developed or already possessed by the University.

As required by the Board of Governors, effective May, 1987, an agreement that involves the joint use of University facilities for proprietary purposes, or that purports to or does restrict faculty or students from publishing freely the results of their own work, shall be reported in writing by the Chancellor to the President prior to its execution. No agreement, however, may interfere with the publication or oral defense of research theses and dissertations of graduate students.

CLASSIFIED RESEARCH

In accordance with the Board of Governors' Policy of May, 1987, research conducted by faculty or students under any form of sponsorship must maintain the University's open teaching and research philosophy and must adhere to a policy that prohibits secrecy in research. However, in cases involving United States government classification, or in any other case clearly involving exceptional circumstances, the Chancellor, following consultation with the elected Chancellor's Advisory Committee, is authorized to waive this requirement if it is in the national or institutional interest to do so. All such agreements must be reported in writing by the Chancellor to the President prior to their execution.

PATENT AND COPYRIGHT POLICIES AND PROCEDURES

Employment Policies and Procedures

Copies of the Board of Governors' Patent and Copyright Policies, copies of a brochure describing the University's Invention Management Program, and copies of the Copyright Guidelines are available at the Office of Research Services. These Policies, Procedures, and Guidelines operate as conditions of employment, and researchers are responsible for knowing and following these rules.

Patents and Licensable Technology

The University does not undertake research or developmental work principally for the purpose of developing patents or commercial applications. However, patentable inventions sometimes arise out of the research activities of its employees that are carried out wholly or in part with University resources or facilities. As a public service institution, the University has a responsibility to promote the utilization of such inventions for the public good. Protection must be provided through patents and licenses to encourage development and marketing. In the case of Federally sponsored research, this is a requirement of Federal law.

A portion of the research conducted by the University is supported by government and a portion by private industry. Service to the public, including private industry, is an integral part of the University's mission. As a public institution, the University, in its agreements with private industry or other private organizations, seeks to advance the interests of the public. The rights and privileges set forth in cooperative agreements or contracts, with respect to patents developed as a result of research partly or wholly financed by private parties, must be fair and just to the inventor(s), the sponsor, and the public.

Licenses

In the interest of fair treatment to the research sponsor in consideration for the sponsor's investment and in the interest of discharging the institution's obligation to the public in the application of its facilities and its employees time and talent, special contract provisions including exclusive licenses or nonexclusive royalty-free licenses may be negotiated by the University, upon request. In all such instances the University must retain the right to use any inventions for its own

research, educational, and service purposes without payment of royalty fees, the University must require the sponsor to use due diligence in the commercial use of the invention, and the University must retain the right freely to publish the results of its research after a reasonable period necessary to protect patent rights. It is University policy that researchers acknowledge their own and the University's obligations under sponsored research agreements and record their approval of them by signing the agreements along with appropriate University officials.

Tangible products of research often have commercial value even though they are not patentable or copyrightable. Transfer or licensing of such products in exchange for royalties, cost recovery, or other appropriate arrangements is permitted with University administration approval so long as the University's free dissemination of the research products for educational or scientific purposes is not compromised.

Assistance on all these matters is available in the Office of Research Services.

Royalties

Royalties received by the University from the licensing or transfer of technology developed by its faculty and research staff are shared with the inventors involved according to the formula specified in the University Patent and Copyright Procedures. The University's share, after deduction of the inventor's share, is subject to allocation by the Institutional Grants Committee on behalf of the Chancellor. The Committee's practice has been to award a significant portion of the University's share of royalties to the department generating the technology, on recommendation of the department chair and dean.

Copyrights

Copyrightable materials produced by faculty and research staff are governed by the University's Copyright Guidelines. Generally, such materials belong to the individual, but there are special circumstances where the University owns such materials. Researchers must familiarize themselves with these Guidelines in advance of producing such materials.

USE OF UNIVERSITY FACILITIES AND EQUIPMENT

Under certain circumstances and only with the approval of the department chair and dean, University research facilities or equipment may be made available to non-University persons and organizations, where such use furthers the educational, research, or service missions of the University. Under North Carolina law, where facilities for such activity exist in the commercial sector, routine testing and the like are prohibited unless such activity is shown to be integral to an ongoing research project or essential in the training of students and approved by the dean. The dean's approval may be reflected through policies developed for individual units based on their particular research, teaching, and service needs. Where unique facilities exist at the University, they may be available on a fee for service basis, or may be the subject of sponsored agreements, each with the approval of the dean.

Title to equipment purchased through sponsored research agreements rests with the University unless the agreement specifies otherwise. Such equipment remains with the University if the researcher ceases his or her University employment except under exceptional circumstances approved by the department chair, dean, and Vice Chancellor for Business and Finance.

EXTERNAL PROFESSIONAL ACTIVITIES

In General

The University of North Carolina at Chapel Hill seeks to appoint, retain, and nurture faculty and staff of exceptional competence in their respective fields of professional endeavor. The University therefore encourages these individuals to participate in professional activities and to maintain professional affiliations that will enhance their areas of knowledge and interest. These activities include those undertaken as members of professional associations and learned societies; membership on review or advisory panels; presentation of lectures, papers, concerts, or exhibits; participation in seminars and conferences; authoring, reviewing, or editing scholarly publications; and membership on accreditation bodies. Such activities performed for nominal honoraria or reimbursement of expenses are encouraged so long as they do not conflict or interfere with the performance of University duties and do not require the approval of the University administration.

To be contrasted with external professional activities as described above that are undertaken for nominal honoraria and/or reimbursement of expenses is a second category of endeavor. Because of their competence in their areas of special knowledge and interest, faculty and other professional staff may be invited by various public and private organizations to provide, for pay, consultation and other professional services. By engaging in these external professional activities for pay, these individuals have an opportunity through the practical application of their professional knowledge to enhance their own capabilities in teaching, research, and other University service. Because participation of faculty and other professional staff in external professional activities for pay is an important characteristic of academic employment that often leads to significant benefits to the University and to society, these activities are encouraged.

However, any external professional activities for pay are to be undertaken only if they do not interfere with the primary obligations of the individual to carry out all University duties and responsibilities in a timely and effective manner; do not create a conflict of interest with the individual's University duties and responsibilities; do not involve any inappropriate use or exploitation of University facilities, equipment, personnel, or other resources; do not make any use of the name of The University of North Carolina at Chapel Hill for any purpose other than professional identification; nor claim any University responsibility for the conduct or outcome of such activities. Researchers are encouraged to seek assistance in resolving any questions they have in this regard from the department chair, center or institute director, or dean.

The University's Policy on External Professional Activities for Pay requires that faculty and EPA non-faculty employees obtain approval of the University administration (generally the department chair) *in advance* of undertaking any such external activity. Special forms, available in departmental offices, must be completed by the researcher and approved by the department chair and, in some circumstances, the dean before the activity commences. Those forms require responses to the following questions, among others. Does the contracting organization provide funding directly Supporting any of the researcher's University duties or activities? Does the researcher or any member of his or her immediate family own an equity interest in the contracting organization? Does the researcher hold an office in the contracting organization? Affirmative answers to any of these questions do not necessarily mean the activity cannot be approved. The Board of Governors' Policy requires that if any of the questions are answered affirmatively, the request to participate must be examined by the chair and dean to determine whether any conflict exists. Owning merely a small number of shares of a large, public firm sponsoring the individual's University work would likely be found not to be a problem.

Special Situations: Ownership, Directorship, Officership

Special considerations arise when a researcher seeks to own or manage a private commercial enterprise, whether or not in an area closely related to the work of the researcher. Additional considerations are involved if the work of the private enterprise is closely related to the academic work of the researcher. Such outside involvement may interfere with the individual's ability to meet obligations to the University or may risk distorting the direction of his or her University research or that of students and junior colleagues. Students, postdoctoral fellows, and junior faculty must be free to choose research problems within an environment of free inquiry, independent of personal or financial consequences for their supervisors or mentors. The open communication that is a necessary element of an academic environment may also be jeopardized when researchers own or manage commercial enterprises. This situation may develop unintentionally, despite the good faith and commitment of the individual to the University.

For members of the faculty and research staff who also hold administrative positions, there is a presumption that it is not in the University's interest for the individual administrator to hold substantial equity in a commercial enterprise in the same areas as the administrator's own or his or her subordinate's University research or responsibility. The presumption may be overcome by the individual's providing clear evidence satisfactory to the University administration that there is no conflict of interest or potential harm to the University as a result of the equity holding.

Participation on the board of directors or in an executive or other management position in an outside commercial organization is permitted under certain circumstances. If the activity of the commercial enterprise is in the individual's own or subordinate's area of research, prior approval of the department chair and dean is required for participation as a director or officer, even if the activity is not undertaken for pay, direct or indirect. Approval will be granted if the faculty or staff member demonstrates to the satisfaction of the University that there is no conflict of interest or potential harm to the University as a result of the participation as a director or officer. There is a presumption that there is a conflict of interest and commitment between a full-time University position and the role of a director or officer in a commercial enterprise in the same area of professional activity.

Any personal arrangement with a firm that sponsors any part of a researcher's University work that involves any form of financial arrangement (direct compensation, loans, stock purchase agreements, or in-kind financial equivalents, for example) must be fully disclosed in writing to the department chair and dean.

Under North Carolina law, faculty and staff may not directly or indirectly enter into or otherwise participate in any business transaction by the University with any firm, corporation, partnership, person, or association with which he or she currently has a financial association or has had a financial association during the preceding two-year period.

RECOVERING COSTS FROM RESEARCH SPONSORS; GIFT/GRANT DISTINCTIONS

The distinction between gifts and grants is important to the integrity of the University's sponsored research program. Gifts are characterized by the absence of a specific *quid pro quo* to the donor other than enhancement of public image, tax savings, or satisfaction of charitable purposes. Grants and Contracts are characterized by specific *quid pro quo* to the sponsor. The

University expects to recover full direct and indirect costs when it accepts grants and contracts from external sources. The University does not expect to recover these costs when it accepts gifts. Waiver of indirect costs or cost sharing is occasionally permitted, under controlled circumstances and only with the approval of the Office of Contracts and Grants or the Vice Chancellor for Business and Finance, respectively. The gift/grant distinction is explained in detail in the University's Routing Procedures for Research Gift, Research Grant, and Research Contract Proposals, available at departmental offices, in the Contracts and Grants section of the Business Manual, and at the Office of Research Services. Those Procedures detail the extensive administrative and academic review process to which each gift, grant, and contract is subjected within the institution. This review is independent of external review processes (to include the Board of Trustees, the President and the Board of Governors, the Attorney General's Office, the State Property Office, and the Council of State) that are required by the particular nature of a funding arrangement. Internal reviews supplemental to the normal Routing Procedures review must be undertaken when, in the opinion of the Provost, Vice Chancellor for Health Affairs, or Vice Chancellor for Research and Graduate Studies, such reviews are warranted by the scope or nontraditional nature of the project.

PROCEDURES FOR PROCESSING AND APPROVAL OF PROPOSALS

In addition to the Routing Procedures mentioned above, attention of researchers is directed to the University's Business Manual, available in departmental offices, for detailed specifications associated with research proposals. The Office of Contracts and Grants and the Office of Research Services provide assistance in all such matters, and investigators are urged to contact them, the department chair, or the dean when questions arise. Gifts, grants, and research contracts, and multi-institutional arrangements, *require* the approval of the administrative officer specified in the Routing Procedures document and in the Business Manual. For most grants, the officer is the Director of Research Services. For all agreements involving commercial sponsors, the officer is the Vice Chancellor for Business and Finance on recommendation of the dean and senior divisional academic officer, the Provost or Vice Chancellor for Health Affairs, as appropriate. Individual researchers and department chairs are not authorized to commit the University to such gifts, grants, contracts, or multi-institutional arrangements under any condition.

Special considerations may obtain where research is sponsored by foreign corporations or foreign governments. The Office of Contracts and Grants and the Office of Research Services can provide additional information in this area.

USE OF HUMAN SUBJECTS IN RESEARCH

All projects involving the use of human subjects must be reviewed and approved by the appropriate University Committee on the Use of Human Subjects regardless of whether the proposal is funded, unless specifically exempt under the Federal regulations. This requirement applies to all research project proposals (grants and contracts) regardless of the granting agency or institution to which they are being submitted for funding, including those supported by University funds. Faculty or staff should consult the Committee on the Use of Human Subjects or the Office

of Research Services early in the preparation of a draft of the proposal, at which time concise and current details concerning use of human subjects can be obtained. Researchers are responsible for compliance with applicable Federal and State laws and institutional policy.

Departments within the University requesting student data for the purpose of conducting research must submit to the Registrar's Office a notice of review approval from the appropriate Institutional Review Board for the protection of human research subjects. Departments within the University requesting student data for research that is directly linked to the administration of the University may be given such data without prior review by an Institutional Review Board unless the research involves the collection of "sensitive" information. ("sensitive" information includes, but is not limited to, information regarding sexual behavior, use of controlled substances, illegal activities, voter registration, religious preference and practice, etc.) Requests for data to be used in such studies must be accompanied by a notice of review approval from the appropriate Institutional Review Board.

USE OF ANIMALS IN RESEARCH

The University is committed to the humane care and use of animals in research and maintains an Institutional Animal Care and Use Committee (IACUC) to ensure that its own commitment and the provisions of Federal law and policy regarding humane care and use of animals are fulfilled in its research programs. The policy requires, among other things, that the IACUC review and approve the care and use of animals in all competing and noncompeting grant applications and contract proposals submitted to the Public Health Services that include the National Institutes of Health, and other foundations and agencies. The IACUC has an established procedure for reviewing applications and proposals. Information regarding the procedure may be obtained from the Chairman of IACUC or the Office of Research Services. Persons preparing proposals must be familiar with this procedure before submitting any grant application or contract proposal involving the use of vertebrate animals to any Federal or other agency.

HEALTH AND SAFETY IN RESEARCH

The Health and Safety Office is responsible for developing comprehensive University programs, policies, and procedures to assure compliance with applicable laws and regulations concerning health and safety in the University. Its jurisdiction includes biological safety and industrial hygiene, hazardous waste handling and disposal, occupational safety and fire prevention, radiation safety, worker's compensation, and training and education on such issues for the University community.

Research involving hazardous chemicals must be conducted in compliance with the University Laboratory Safety Manual and the NC OSHA Hazard Communication Standard. Principal investigators are to provide employees with chemical safety training and access to material safety data sheers. Projects involving highly reactive, explosive, or toxic chemicals require advance planning for waste disposal.

Research involving infectious agents is to be conducted in accordance with University policy as described in the University Biological Safety Manual. Infectious agents used in University laboratories are to be registered with the Health and Safety Office.

The purchase of any radioactive material or radiation producing machine must be in accordance with North Carolina Radiation Protection regulations and University Radiation Safety Committee policies and procedures. Prior approval for the use of radiation sources must be obtained from the Radiation Safety Committee through the application process. All requirements for the purchase of any radiation source, including radioactive materials, x-ray devices, lasers, microwave, ultraviolet, infrared, etc., must be approved by the Radiation Safety Officer, Health and Safety Office, as described in The University Business Manual.

Researchers are directly responsible for maintaining full compliance with University safety policies and procedures and for the training of their employees and students in safe practices.

Further information may be obtained from the Health and Safety Office.

TELEPHONE NUMBERS

Campus Security	962-6565 962-6566
Health and Safety Office	962-5507
Radiation Safety Office	962-5507
Office of Research Services	966-5625 966-3929
Contracts and Grants	966-3411
Institutional Animal Care and Use Committee	966-3111
Provost	962-2198
Vice Chancellor for Health Affairs	962-1091
Vice Chancellor for Research	962-1319

COPIES OF POLICIES

Copies of the Policies and Procedures referenced in these Guidelines and listed below can be obtained from the Office of the Assistant to the Chancellor, the Office of Research Services and departmental offices:

Policy on Ethics in Research

Patent and Copyright Policies

Patent and Copyright Procedures

Copyright Guidelines

Policy on Classified Research

*Board of Governors' Policy on
University -Industry Relations*

Invention Management Brochure

*Routing Procedures for Research Gift,
Research Grant, and Research Contract Proposals*

*Policy on External Professional Activities
of Faculty and Other Professional Staff*

The Business Manual, which contains a special section on Contracts and Grants, is available in departmental offices.