



## STANDARD ADMINISTRATIVE PROCEDURE

### 15.01.01.M0.04 University Councils, Committees, and Boards Governing Research

*Approved December 18, 2000*

*Revised January 18, 2013*

*Revised March 25, 2019*

*Next Scheduled Review: March 25, 2024*

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#### Standard Administrative Procedure Statement

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Texas A&M University shall provide for the appointment of councils, committees, and governing boards for research. Research-related councils and committees will be made up primarily of faculty members, with student and staff members included when appropriate.

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#### Official Procedure and Responsibilities

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1. UNIVERSITY RESEARCH COUNCIL (URC)
  - 1.1 The University Research Council (URC) provides advice and assistance to the Vice President for Research (VPR) on research activities, research planning, and research policy. The URC shall be chaired by the Vice President for Research. Members include the associate deans for research for each college, the Associate Provost, Graduate Studies, the Associate Vice President for Research and Graduate Studies at Galveston, other individuals appointed by the Vice President for Research representing the Library, the Faculty Senate Research Committee, the Council of Principal Investigators, and may also include faculty members from each college who have broad experience in research or research management.
  - 1.2 The URC is an advisory body that reports to the Vice President for Research, and makes recommendations in support of the research mission of the University, on the manner by which research is initiated and conducted.
2. COUNCIL OF PRINCIPAL INVESTIGATORS (CPI)

- 2.1 The CPI serves as a liaison with the University, and agency research administrations. The CPI focuses particularly on the support, promotion and conduct of research activities.
- 2.2 The CPI represents the interests of faculty and other employees actively engaged in competitively funded research. The CPI may represent a different constituency than the Faculty Senate and has no formal relationship to that body. The Chair of the CPI, or designee shall be a member of the University Research Council.

3. TEXAS A&M STAKEHOLDERS' OPERATIONS COMMITTEE (TSOC) – SPONSORED RESEARCH SERVICES

The Texas A&M Stakeholders' Operations Committee (TSOC) was created to establish an advisory committee on grant management and other research administrative issues. TSOC reports to the VPR who has administrative responsibility for the Texas A&M Sponsored Research Services (SRS), a shared service operation administering the research contracts and grants of members headquartered in Brazos Valley and other members throughout the System. Membership on TSOC is named by the VPR and consists of recommended representatives from the CPI, URC, the Faculty Senate, SRS leadership team, and the Member Liaisons to SRS from the major users of SRS shared services (Texas A&M University (TAMU), Texas A&M Engineering Experiment Station (TEES), Texas A&M Transportation Institute (TTI), and Texas AgriLife Research (AgriLife)). Through this forum, TSOC and SRS work collaboratively to address obstacles in rules or procedures and work collectively to create a research administrative environment that is conducive to the productivity and success of the researcher and the institutions.

4. TEXAS A&M UNIVERSITY RESEARCH ADMINISTRATIVE COMMITTEE (TRAC)

Texas A&M University Research Administration Committee (TRAC), provides a forum for representatives from all aspects of research administration (Division of Research, SRS, departments, centers, colleges, fiscal and the Provost's office) to come together for the purposes of analyzing problem processes in efforts to streamline the procedures and remove any unnecessary administrative burdens from the researchers and their respective departments and colleges. TRAC also has faculty representation which pulls topics of concern from the principal investigator committee of SRS and from the Council of Principal Investigators.

5. ADMINISTRATIVE COMMITTEES FOR RESEARCH COMPLIANCE

The purpose of each of the administrative committees is to ensure University compliance with federal regulations governing research activities. In addition, ad hoc committees may be established to provide advice, assistance, and recommendations relating to specific incidents, including but not limited to scientific misconduct and conflict of interest. Except as otherwise permitted by law or federal regulations, decisions of the Institutional Animal Care and Use Committee, Institutional Review Board and Institutional Biosafety Committee are final.

## 5.1 Research Compliance Leadership Council and Research Compliance Committee

To ensure transparency, share ideas, coordinate research compliance efforts, promote research in conformity with regulatory requirements, and enhance the services provided to researchers and to System member partners, the University's Office of the VPR maintains two research compliance committees. The Research Compliance Leadership Council, chaired by the VPR for Research consisting of system chief research officers whose institutions are served by the University through intrasystem agreements, and others appointed by the VPR; and the Research Compliance Committee composed of unit representatives with responsibility for research compliance functions, and other stakeholders, including faculty.

## 5.2 Institutional Animal Care and Use Committee (IACUC)

5.2.1 Each project involving the use of vertebrate animals in research, teaching or testing requires an Animal Use Protocol (AUP) approved by the IACUC prior to the initiation of any work (See [University Rule 15.99.07.M1 Use of Vertebrate Animals in Research, Teaching and Testing](#) for more information).

5.2.2 The IACUC chair and members are appointed by the VPR.

## 5.3 Institutional Review Board (IRB)

5.3.1 All research activities performed under the auspices of Texas A&M University, including cooperative research conducted with one or more public or private entity or entities in which human subjects are involved, must be reviewed and approved by an IRB in accordance with [University Rule 15.99.01.M1 Human Subjects in Research](#).

5.3.2 The IRB is a committee formally designated by the institution in accordance with 45 CFR 46 and 21 CFR 56 to review and approve research involving humans. The primary purpose of such review is to assure the protection of the rights and welfare of the humans that participate in research conducted under the auspices of Texas A&M University.

5.3.3 The IRB chair and members are appointed by the VPR.

## 5.4 Institutional Biosafety Committee (IBC)

5.4.1 All activities, including research, teaching and testing, conducted under the auspices of Texas A&M University, including cooperative research conducted with one or more public or private entities, in which biohazards and/or recombinant DNA are involved must be reviewed and approved by

the IBC before initiation of activity. (See [University Rule 15.99.06.M1 Use of Biohazards, Biological Toxins and Recombinant DNA and Dual Use Research of Concern](#) for more information.)

5.4.2 The IBC chair and members are appointed by the VPR.

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## **Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 15.01](#) and [System Regulation 15.01.01](#)

[University Rule 15.99.07.M1 Use of Vertebrate Animals in Research, Teaching and Testing](#)

[45 C.F.R. 46.107](#)

[University Rule 15.99.01.M1 Human Subjects in Research](#)

[University Rule 15.99.06.M1 Use of Biohazards, Biological Toxins and Recombinant DNA and Dual Use Research of Concern](#)

[System Regulation 15.99.03 Ethics in Research, Scholarship and Creative Work](#)

[University Rule 15.99.03.M1 Ethics in Research, Scholarship, and Creative Work](#)

[System Regulation 15.01.03 Financial Conflicts of Interest in Sponsored Research](#)

[University Rule 15.01.03.M1 Financial Conflicts of Interest in Sponsored Research](#)

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## **Contact Office**

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