

COUNCIL: USF RESEARCH COUNCIL

AUSPICES: The Research Council (RC) is a standing council of the University of South Florida Faculty Senate and receives authority for its actions through that body.

CHARGE: The RC is responsible for advising the President, the Vice President for Research & Innovation and other administration officials across USF on matters pertaining to policies and procedures intended to promote growth, excellence and integrity in research and creative activity throughout the university community.

OPERATING PROCEDURES:

The RC shall develop its own operating procedures, subject to approval by the Senate Executive Committee, which shall include provision for:

1. Meeting with and advising administration officials on matters pertaining to policies and procedures intended to promote research and creative activity throughout the university community.
2. Reviewing proposals to support research and other creative activities, and for making recommendations for awarding grant funds to USF faculty to the Vice President for Research & Innovation.
3. Reviewing proposals from USF faculty to support international travel activities, and for making recommendations for awarding grant funds to USF faculty to the Vice President for Research & Innovation.
4. Reviewing proposals from USF faculty to support organizing conferences, and for making recommendations for awarding grant funds to USF faculty to the Vice President for Research & Innovation.
5. Advising Sponsored Research on appropriate ways of disseminating information to faculty and university administration on the availability of funds for sponsored research activities.
6. Collaborating with other university councils and standing committees whose function may be related to the promotion of research and other creative activities at USF.
7. Encouraging and promoting research and other creative activities at USF, both funded and unfunded.
8. Advising USF Research & Innovation on the development and promotion of policies, procedures, standards and guidance to ensure demonstrated excellence and integrity in proposing, conducting and reporting research.
9. Encouraging interdisciplinary research and creative activity among departments and colleges.
10. Supporting outside funding, research and other creative activity at USF, including fellowships, traineeships and training grants for students and faculty, equipment grants, research participating grants and grants supporting special programs.
11. Supporting the attendance of the chairing the RC or a designee to attend Senate Executive Committee meetings, in order to report RC activities to SEC members.

MEMBERSHIP: Membership shall consist of one faculty representative from each college having voting representation in the USF Faculty Senate, with the following exceptions: the Morsani College of Medicine will have two faculty representatives, and the College of Arts and Sciences will have three faculty representatives (one from the School of Humanities, one from the School of Social Sciences, and one from the School of Natural Sciences and Mathematics). There shall be one faculty representative from the USF Libraries. There shall be one at-large faculty representative from the USF St. Petersburg campus, and one at-large faculty representative from the USF Sarasota-Manatee campus. There shall be two member-at-large positions from any unit. All appointees should have demonstrated productivity in research or other creative activity. Faculty members of the council will be appointed for staggered three-year terms, with one third retiring each year. Members may serve two consecutive terms, after which they must retire from the council for one full year before seeking re-appointment.

Vice President for Research & Innovation (ex-officio and non-voting).

USF Research & Innovation Designee (ex-officio and non-voting).

APPOINTMENT: Nominees will submit nomination forms to the Committee on Committees of the Faculty Senate which will review each nominee. The Faculty Senate President will appoint the voting members of this council upon the recommendation of the Faculty Senate.

**CHAIR/
CHAIR-ELECT:** The chair and chair-elect shall be elected by the members of the RC and shall be faculty members serving the second or third year of their term. If a member is elected to serve as chair-elect for the final year of their appointment term, their appointment will be automatically extended as an at-large member for the duration of their tenure as chair of the RC.

Revised: 10/97; 04/01; 03/03; 04/05; 05/12; 10/12 (name of VPRI); chair-elect added; 04/13 SOP updated; 04/15; 05/18 membership/term limits revised; 10/21 revised membership for consolidation

ABILITY OF RESEARCH COUNCIL MEMBERS TO APPLY FOR INTERNAL GRANTS AS PRINCIPAL INVESTIGATORS:

It is recognized that participation on the RC is a time intensive endeavor and that eliminating the possibility of applying for internal awards may limit the number and caliber of persons volunteering to serve. To clarify the ability of RC members to apply for internal awards, the following policies have been established:

1. RC members, with the exception of the current chair, are eligible to apply for awards administered through the internal grants programs. The chair is not eligible to apply for any internal grants during the period of his/her appointment.
2. Any application for an internal award submitted by an RC member as Principal Investigator (PI) will be reviewed outside of the normal review process. A special ad hoc review committee will be created that will include the RC chair and USF faculty members who do not currently serve on the RC. Moreover, RC members who apply for a specific category of internal award will be eliminated from serving in the review process for all applications in that category.
3. For higher monetary value grants programs (i.e., Creative Scholarship grant, Proposal Enhancement grant, Research Faculty Pathway grant, New Investigator grant), written justification must be provided to indicate the need for the award and the appropriateness of the RC member as PI. The written justification must be submitted prior to the last meeting of the Council before the grant deadline . The RC will review the request and deem whether such application from an RC member is appropriate.
4. RC members may apply for Faculty International Travel grants and Conference Support grants without providing additional written justification to the RC.
5. RC members are limited to receiving two of either Faculty International Travel grants or Conference Support grants plus one higher monetary value grant (i.e., Creative Scholarship grant, Proposal Enhancement grant, Research Faculty Pathway grant, New Investigator grant) during their three-year term as RC members. Consistent with internal grants programs policies, priority for funding will be given to applicants who have not received internal funding in the previous three years.

Adopted: 11/2011
R: 04/17/13