



COUNCIL: **RESEARCH COUNCIL**

AUSPICES: The Research Council (RC) is a standing council of the University Of South Florida System Faculty Council (SFC), and reports to the SFC and the Senior Vice President for Research & Innovation. The RC is operated and managed by the Faculty Senate of USF Tampa on behalf of the SFC, and the RC reports to that body.

CHARGE: The RC is responsible for advising the President, the Senior Vice President for Research & Innovation and other administration officials across the USF System 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 Senior Vice President for Research & Innovation, 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 Senior 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 Senior 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 Senior 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 one meeting of the SFC each semester, in order to report RC activities to SFC members.
12. Supporting the attendance of the chair or chair-elect to attend the RC meeting via distance link from each of the participating regional institutions at least once each year.

MEMBERSHIP: Membership shall consist of one representative from each college of USF Tampa; one additional representative from any college having more than 250 full-time faculty members; a third representative from any college having more than 400 full-time faculty members; one representative each from USF St. Petersburg, USF Sarasota-Manatee, and two faculty members at large. All appointees should have demonstrated productivity in research or other creative activity. The membership comprises staggered three-year terms, with one-third of the membership retiring each year. Allowance may be made for nominees to request initial appointment for fewer than three years, but not less than one year. A member completing three consecutive years of service may not be re-appointed during the following year unless temporarily appointed to a vacancy on the RC. When the number of applicants from a college exceeds the number of available positions, an applicant may be invited to serve as an alternate.

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

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

APPOINTMENT: Members of the RC will be appointed by the Senior Vice President for Research & Innovation from nominees provided by the USF Tampa Faculty Senate's Committee on Committees.

**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.

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: 02.28.2013