



**COMMITTEE ON RESEARCH POLICIES AND PROCEDURES FOR
COMMITTEE OPERATION**

History:

Revised 2002-2003 CR 1

Revised 2006-07 CR 2

Revised 2008-09 CR 1 revised; approved 11/04/08

Revised 2008-09 CR 4

Revised 2014-15 CR 2 and 3; Excom approved 1/20/15

Revised 2017-18 CR 2; Excom approved 11/21/17

PREAMBLE

As authorized by Article XVI, Section 9 and Article XVII, Section 4 of the Bylaws of the University Faculty, approved February 1971, these policies and procedures for the conduct of its operations shall be established on adoption by the majority vote of the members present of the Committee on Research and approval of the Executive Committee of the Academic Senate.

**ARTICLE I
Membership**

Section 1:

In accordance with Article XVI, Sections 1-4, and XVII, Section 4 of the Bylaws of the University Faculty, the membership of the Committee on Research shall be: eight (8) members from the Colleges of the University, one (1) appointee of the President of the University, and one (1) representative of the Library.

Section 2:

When an elected member of the Committee has been absent without explanation from three consecutive regular meetings of the Committee, the member shall be asked to resign in order that the position be filled by someone else.

**ARTICLE II
Officers**

Section 1:

Responsibility for the conduct of the affairs of the Committee is vested in its Chair and its Secretary, elected annually at its organizational meeting in late Spring, unless for lack of a quorum it should be delayed to a later meeting.

Section 2:

The Chair of the Committee shall preside over the meetings of the Committee. The Chair shall be an ex officio member of all regular and special subcommittees of the Committee. At the end of each academic year the Chair, with the assistance of the Secretary, shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

Section 3:

In the absence or disability of the Committee Chair, the Committee shall be represented by the Committee Secretary, who shall preside. In the absence or disability of both the Committee Chair and Committee Secretary, the Committee may elect a Chair pro tem.

**ARTICLE III
Duties**

In accordance with Article XVII, Section 4 of the Bylaws of the University Faculty, the duties of the Committee are:

1. To encourage research by members of the University Faculty, including:
 - a. awarding of research grants from University and CSUEB Foundation funds.
 - b. carrying on other activities to promote research including a listing of faculty research interests, organizing research seminars, or other projects which may seem appropriate to the Committee.
2. To disseminate information concerning research support opportunities, including but not limited to CSUEB faculty support grants as described in the Policy on Faculty Support Grants (06-07 CR 1);
3. To make recommendations:
 - a. to the Academic Senate on general policies and procedures concerning research activities, facilities, and support at the University;
 - b. to the Academic Senate on general policies and procedures concerning inter-university research consortia;
 - c. to the University and the CSUEB Foundation-regarding allocation of research monies to be made to those awarded grants by the Committee
 - d. to the Academic Senate regarding proposals for new Centers and Institutes.

**ARTICLE IV
Policy on Conflict of Interest**

Membership on the committee is for two academic years. Only members who have not submitted a proposal will be permitted to review on that cycle.

ARTICLE V

Schedules

Section 1: Meeting Time.

The Committee will commence its operations in October. The meetings will be held as prescribed by the Academic Senate. The meetings will be held on the second and fourth Thursdays from 2:00 to 3:50 p.m.

ARTICLE VI

Meeting Procedures

Section 1: Quorum

The majority of the current membership of the Committee shall constitute a quorum for the transaction of business at its meetings. Positions left unfilled for any reason do not constitute current memberships and so proportionately reduce the members needed to determine a quorum.

Section 2: Minutes

Minutes will be taken by the Committee Secretary and distributed in the manner prescribed by the Executive Committee of the Academic Senate.

Section 3: Closed Meetings

Meetings of the Committee and any subcommittee may be closed to visitors during deliberations on the awarding of grants. Such closure shall be determined by the Chair, who shall indicate in the published agenda whether the meeting or a portion of it is to be closed.

Section 4: Order of Business

The order of business at regular meetings of the Committee shall be:

1. Approval of the agenda for the meeting.
2. Approval of the minutes of the previous meeting.
3. Report of the Chair.
4. Report of the Presidential Appointee.
5. Items of business.
6. Adjournment.

Items may be added to the agenda from the floor of the Committee by a two-thirds majority vote of the members present. If the Chair determines that such additions give cause for the deliberations to be closed, the Chair shall so announce before the items are taken up.

Section 5: Agenda

- a. The Chair of the Committee will prepare the agenda from items submitted by other members of the Committee and/or the Executive Committee of the Academic Senate.
- b. The agenda will be circulated to the Committee membership within a reasonable amount of time prior to scheduled meetings.

Section 6: Voting

- a. Motions made on the floor of the Committee shall be written (this may be done by the Secretary) and read to the Committee prior to the vote.
- b. Bylaw V.3 of the University Faculty shall apply to voting by this Committee.

Article VII Subcommittees

Section 1: Special Subcommittees

In consultation with the Committee, the Chair may establish special subcommittees. The Chair will appoint the members and can, with the approval of the Executive Committee of the Academic Senate, include persons who are not members of the Committee but drawn from other segments of the University Community. Special subcommittees shall go out of existence at the end of the academic year.

Section 2: Regular Subcommittees

Regular subcommittees are those deemed necessary to study and make recommendations to the parent committee on matters which are the responsibility of the Committee on Research.

These committees shall be maintained on a continuing basis. The Chair of the Committee shall appoint the members of regular subcommittees annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate.

At least one member of each subcommittee shall be an elected member of the Committee; other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view to their special acquaintance with the subjects within the purview of the subcommittee. Regular subcommittees of the Committee on Research are:

- a. Student Research

Membership of the Subcommittee shall be: Five (5) Committee on Research members, one (1) from each of the Colleges and Library of the University; the Dean of Graduate Programs; Four (4) members of the student body of the University, one from each of the Colleges of the University.

- b. Institutional Review Board

The purpose of this Subcommittee is to review and approve protocols related to the use of human subjects in research, and to ensure that CSUEB is in compliance with federal requirements concerning human subjects research. Appointment and membership is consistent with the Assurance of Compliance document. The Chair of the Committee on Research shall be an *ex officio* member of the IRB.

Membership on the Subcommittee on Human Subjects Research (IRB):

Eleven or more members of varying backgrounds who vary in discipline, profession, racial background, and sex: Ex officio members include: 1 community representative, AVP designee, Medical Director of Student Health Services or designee, Chair of the Committee on Research. The remaining members shall serve by appointment, with 1 faculty or staff member who has current skills in, and is licensed to provide, psychological counseling.

c. Institutional Animal Care and Use Committee (IACUC)

The purpose of this Subcommittee is to review and approve protocols related to the use of vertebrate animals in research and instruction, and to ensure that CSUEB is in compliance with federal requirements concerning such activities. Appointment and membership shall be consistent with the IACUC Membership Policy. The Presidential Appointee is the institutional official and will report to CR regarding animal care and research.

Membership on the IACUC:

1 veterinarian, 1 faculty member from Dept. of Biological Science, 1 faculty member from Dept. of Psychology, a non-scientist faculty member, 1 non-CSU individual familiar with use, care, and welfare of laboratory animals.

Section 3:

All members of the Committee are expected to assist in the conduct of the affairs of the Committee, with full and effective participation as members of subcommittees as appropriate.

ARTICLE VIII

Amendment and Suspension of these Policies and Procedures.

- Section 1. The Committee shall take final action on proposed amendments, on proposed new policies and procedures, or on repeal of these policies and procedures only at its regular meetings.
- Section 2. Policies and procedures may be added to, amended, or repealed in whole or part, if approved by a two-third vote of all the voting members of the Committee, and by the Executive Committee of the Academic Senate.
- Section 3. All modifications of existing policies and procedures, all newly-enacted policies and procedures shall become effective upon approval by the Executive Committee of the Academic Senate unless a later date has been explicitly stated and accepted.

ARTICLE IX

Reference to University Bylaws

For questions of policy and procedure not covered in this document, refer to the Bylaws of the Faculty of the University.