

**BYLAWS OF THE
UNIVERSITY RESEARCH COMMITTEE
IDAHO STATE UNIVERSITY**

The University Research Committee (hereafter referred to as the Committee) was formed in accord with the report of the ad hoc Committee on Research as approved by the State Board of Education in June, 1978, and the Bylaws as adopted and amended by the Committee. The purposes of the Committee are: (1) to promote research and creative activity of faculty members of Idaho State University, (2) to recommend the allocation of State funds which would enhance the University's capability for research as categorized below, and (3) to collaborate in the procurement and distribution of funds from extramural sources especially those donated to the Idaho State University Foundation that are designated to enhance the University's capability for research.

ARTICLE I - MEMBERSHIP

Section 1. Standing Membership

The voting membership of this Committee shall consist of elected members, appointed members, and two ex-officio members. The elected members shall be elected from the Dean's Council (two deans), the Faculty Senate (one member) and from the Faculty Research Committee (one member). The term of membership of the elected members will be five years in staggered replacement for deans not more than three years for the Faculty Senate representative, and two years for the Faculty Research Committee representative. No elected member may serve consecutive terms which exceed five years. The President of Idaho State University shall appoint a representative from the Business Office. The ex-officio members are the Director of Sponsored Programs and the **Chief Research Officer, Office of Research**. The **Chief Research Officer, Office of Research** will normally serve as Chairperson of the Committee.

Section 2. Resignation of Members

In the event that an elected member resigns from the Committee or leave the group from which elected, the Chairperson of the Committee shall request the appropriate body to elect an eligible person to serve for the remainder the unexpired term. Should an appointed member resign or leave the University, the Chairperson shall appoint a replacement.

Section 3. Removal of Members

The Committee may, by a majority vote obtained by secret ballot, request to the electing or appointing authority that a particular elected or appointed member be removed from the Committee and replaced as outlined in Article I, Section 2, above.

ARTICLE II - GOVERNMENT AND OFFICERS

Section 1. Meetings and Quorum

The Committee will meet at least twice annually to consider proposals and conduct business. Four of seven members will constitute a quorum. The Chairperson may vote only when it is necessary to break a tie. Unless otherwise indicated in these or future bylaws, meetings shall be conducted under Robert's Rules of Order, Newly Revised.

Section 2. Officers

The officers of the Committee shall consist of the Chairperson and a Secretary. In the event that an officer resigns before the end of a term, the entire Committee shall elect a successor to serve the balance of the unexpired term.

Section 3. Duties of the Chairperson

The Chairperson, or in the absence of the Chairperson, the Secretary shall:

1. Preside at all meetings
2. Sign all correspondence or documents pertaining to actions of the Committee
3. Issue the calls for proposals to be received by the Committee
4. Notify, in writing, all individuals submitting grant proposals of the actions of the Committee
5. Send reminders to individuals receiving grant support of the due dates for abstracts, reports, and other special documents
6. Assign an ad seriatim number to funded proposals and notify grant recipients of this number for use in correspondence and resulting publications as specified in Article 5, Section 3 below
7. Take action on all initial requests received from grant recipients for extensions of time.
8. Prepare and submit to the President of Idaho State University an annual report which details:
 - a. The total funds available to the Committee annually.
 - b. The total number of proposals received by the Committee and the total amount of funds requested.
 - c. The total number of proposals funded by the Committee and the total amount of money awarded.
 - d. The project titles, amount of individual awards, and the names and departments of the grant recipients.
 - e. Abstracts of all reports received by the Committee.
 - f. Significant actions taken or anticipated by the Committee.

Section 4. Duties of the Secretary

The Secretary shall take minutes of all meetings and provide each member with a copy of the minutes of each meeting. Additionally, the Secretary will maintain a permanent file of grant proposals submitted, reports received, and minutes of the University Research Committee. All records will be annually filed in the **Office of Research with the Chief Research Officer**.

ARTICLE III - GRANT PROCUREMENT

Section 1. Definition of Research

In accord with its purpose and with the procedures and conditions described below, the Committee allocates monies to eligible persons within the University for the purpose of conducting research. As defined by the Committee, research is any extracurricular activity of an intellectual or professional nature which extends knowledge, understanding, and appreciation, or facilitates the extension of knowledge, or contributes something of scholarly value. This definition is understood to include those activities which involve or are preparatory to the production of creative works. On the other hand, the definition is meant to exclude projects aimed primarily at the training of students or at the development of courses, curricula, or instructional materials.

Section 2. Eligibility

Any full-time or emeritus faculty member, research associate, or person holding faculty rank or faculty equivalency, who is under contract with Idaho State University at the time of application, may apply for grant funds administered by the Committee.

Section 3. Definition of Funding Categories

All proposals should conform to one of the categories described below. Funds obtained from the University Research Committee cannot be used to supplement funds obtained under a Faculty Research Committee grant except where a major piece of equipment is required.

Matching Monies. This category provides funds to be used in the process of obtaining monies from extramural sources for the conduct of research and excludes monies for instructional purposes such as symposia, workshops, or equipment.

Institutes, Centers, or Bureaus of Research. This category provides funds to support large-scale research projects conducted by organizations formed within the University whose primary purpose is the conduct of applied or basic research. Programs of an instructional or training nature are excluded.

Major Equipment Purchases. This category provides funds for matching or direct purchase of equipment designed primarily for research but which may also serve the secondary function of instruction. Equipment so purchased should be available to the University at large and not confined to specific programs.

Released Time. This category provides funds to purchase faculty time from teaching, specifically for intra- or extra-mural grant proposal preparation. Four restrictions are placed on such awards: (1) money may not be used for extra compensation, (2) the maximum time purchased shall be one semester, (3) the maximum amount of purchased service may include up to four semester credits, (4) purchased time must be used for grant proposal preparation.

Honoraria. This category provides funds to obtain consultants from outside the University to advise on major grant proposals.

Discretionary Research Projects. This category provides funds for research projects of University-wide importance requiring expenditure of sums greater than \$4,000.

Section 4. Submission Procedures

The proposal should be written in accordance with the Proposal Outline. (See Appendix A for Proposal Outline.) All research proposals involving controlled substances, radioactive materials, human beings, or animals must be cleared with the appropriate University committees *before submission of a proposal* in order to assure compliance with existing regulations. Such clearances and approvals must be noted on the proposal copy. In addition, investigators using controlled substances must be properly licensed by the appropriate State/Federal agencies and the necessary license information and/ or identification must be noted on the proposal copy.

Section 5. Deadlines for submission

Ordinarily there will be one Call for Proposals issued in February. If the funds are not expended in the Spring, a second Call may be issued in October. The specific deadline dates will be well publicized in the Call for Proposals.

ARTICLE IV - PROPOSAL REVIEW AND EVALUATION

The Committee will function in accordance with the following guidelines when evaluating proposals:

1. All proposals will be considered on a competitive basis.
2. Specific research purposes and goals should be clearly evident in the proposal.
3. Normally, the Committee will not approve proposals for the continuation of projects which it has previously funded or from investigators who have not completed final reports on previous projects.
4. Research funds available to the University Research Committee may not be used to support the thesis research of the applicant.

Other guidelines:

1. Non-expendable materials purchased with research monies from the University Research Committee are the property of the University unless otherwise stated in the grant request.
2. Any change in topic or budgetary shift of more than 20% must be approved by the University Research Committee or its chairperson.
3. Discrimination on grounds of race, color, creed, sex, or national origin is prohibited in all research activities.
4. Profits from research funded by the University Research Committee, up to the amount of the grant, should be returned to the Committee.

ARTICLE V - RESPONSIBILITIES OF GRANT RECIPIENTS

Grant recipients are required to keep the Committee informed of the progress and results of funded research through the submission of abstracts and reports as described below:

1. Semi-annual Abstracts

Six months after the starting date of a funded project, the grant recipients must submit an abstract, not exceeding two hundred words, describing the purposes for which awarded funds have been expended and the research results to date (if appropriate). These abstracts will be used in compiling the Committee's annual reports to the President of the University and may be published as a record of the activity of the Committee.

2. Final Reports

Not later than three months after the termination of the grant (or receipt of equipment), a written final report documenting the impact and results of the award must be submitted to the Committee. Normally, copies of publications or manuscripts submitted for publication which result from the research will be accepted in lieu of the written final report. (See Appendix B for Final Report Guidelines.)

3. Requests for Extensions of Time

Should it appear that a final report will not be completed by three months after the termination date of the grant, the grant recipient must submit a written request for an extension of time. This request must be submitted before the termination date of the grant and should include: (1) a brief description of the work yet to be completed, (2) a statement of the reasons for noncompletion of the final report, and (3) a statement of a new projected completion date for the final report. Initial requests for such extensions will normally be approved or disapproved by the chairperson of the Committee. Subsequent requests for extensions will be approved only by a majority vote-of the Committee. No funds may be expended after the termination date of the grant. Normally, June 30 will be the end of any funding period.

ARTICLE VI - PUBLICATIONS

Any publication arising from research conducted with funds awarded by the Committee shall carry the following acknowledgment:

“This research was (partially) supported by Grant No. _____ from the University Research Committee, Idaho State University, Pocatello, Idaho.”

In addition, grant recipients are required to submit to the Committee one copy of any publication resulting from research funded by the Committee.

ARTICLE VII - AMENDMENTS TO THE BYLAWS

Section 1. Procedure

These bylaws may be amended by majority vote of the Committee. Proposed amendments shall be submitted to all members of the Committee at least one week prior to any such vote.

Section 2. Amendment Proposal

A proposed amendment may be presented by any member of the Committee. Proposed amendments must be presented in writing.