

## UNIVERSITY RESEARCH COUNCIL

### BACKGROUND

A University Research Advisory Committee was initially organized in December 1979 to review policies, practices and strategic aspects of the University research mission with the goal of facilitating continued growth in this sector. The committee was re-organized in 1989 under the Vice President for Research and given its present name, the University Research Council (URC). In 2013, the Associate Provost for Research further restructured the committee to focus on strategic issues.

### CLASSIFICATION

This is a University Standing Committee.

### FORMAL CHARGES

As an advisory body for the Institution, the University Research Council has responsibility to recommend and prioritize initiatives and mechanisms to develop, promote and administer the strategic research mission of the University in order to nurture discovery and knowledge application for the benefit of society and promote sustained growth of a dynamic and innovative research enterprise.

Specific responsibilities of the URC include:

1. Monitor the overall research environment of the University including conducting needs assessments for research administration, new technologies, cores and/or centers;
2. Promote awareness of research initiatives and resources;
3. Provide a forum for discussion of new research initiatives, including proposals for major new instrumentation, new cores or centers;
4. Recommend new initiatives to achieve strategic research goals

Three standing subcommittees (see appendix) are appointed by the Council to address specific areas and provide an additional platform for faculty input. Other subcommittees may be appointed by the council to meet its charge and address specific items as necessary.

### MEMBERSHIP

The Vice President for Research serves as the Chair of the Council. Permanent members are the Associate Deans of Research from each College (Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing and Pharmacy), the Director of the Hollings Cancer Center, the Chief Research Informatics Officer, the Director of the South Carolina Clinical and Translational Research Institute, the Assistant Provost for Research Infrastructure, the Assistant Provost for Research Compliance and Regulatory Affairs, and two at-large members. Non-voting *ad hoc* members include the Director of the Office of Research Development and the Chair of the Research Communications Committee.

The at-large members will serve two-year terms, renewable once for a further two years.

### FREQUENCY OF MEETINGS

The permanent and appointed members of the council will meet once per month or more often as needed as called by the Chair.

**MEETING AGENDA AND SUPPORTING MATERIALS**

A written agenda with appropriate documents will be distributed to each member prior to each meeting.

**COMMITTEE MINUTES**

Minutes for each meeting will be recorded and maintained by the Office of the Vice President for Research.

**STAFF SUPPORT**

The Vice President for Research will provide direct staff assistance to the council.

**AMENDMENT TO CHARTER**

Should any amendment to the Charter be required, the Vice President for Research shall review and approve revisions.

THIS UNIVERSITY COMMITTEE/COUNCIL CHARTER IS EFFECTIVE  
SEPTEMBER 1, 2016.



Kathleen T. Brady, MD, PhD  
Vice President for Research

Lisa K. Saladin, PT, PhD, FAPTA, FASAHP  
Interim Provost

## APPENDICES

### A. OPERATIONS SUBCOMMITTEE

#### CHARGES

Reporting to the University Research Council, the function of this standing subcommittee is to provide recommendations regarding the support and administration of research operations and to provide an additional forum for faculty input into the overall research environment of the University.

#### Specific Responsibilities:

1. Organize periodic review of all research resources at the University and make recommendations to a) optimize alignment and integration among research cores, b) remove redundancy between cores and c) ensure that researchers have access to new technology.
2. Administer research cores that are directly supported by the Office of the Associate Provost by conducting annual reviews to a) ensure that such cores are managed efficiently and are serving research needs, b) assure adequate resource allocation for operations, continuing education of core staff and new technology acquisition, and c) review budget requests submitted by cores and make recommendations for funding to the Vice President for Research.
3. Hear initial proposals from the faculty for major new instrumentation, new cores or centers.
4. Review requests for matching bridge funding from colleges and make recommendations for funding to the Vice President for Research.

#### MEMBERSHIP

There shall be a minimum of ten (10) members with voting privileges representing all colleges and major research interests within the institution. These members will be active researchers at the levels of both junior and senior faculty rank. Non-voting ex-officio members may also be appointed. The Chair of the committee is appointed by the Vice President for Research and is a member of the University Research Council.

#### MEMBERSHIP APPOINTMENT

The Vice President for Research appoints members.

#### TERMS OF MEMBERSHIP

Members shall serve two-year terms, which may have one renewal. Ex officio members shall serve as long as they hold the designated office. Appointments shall be staggered, with no more than half the membership changing in a year to ensure continuity.

#### FREQUENCY OF MEETINGS

The operations subcommittee will meet monthly or more often as called by the Chair.

#### MEETING AGENDA AND SUPPORTING MATERIALS

A written agenda with appropriate documents will be distributed to each member prior to each meeting.

#### COMMITTEE MINUTES

Minutes for each meeting will be recorded and maintained by the Office of the Vice

President for Research.

### **STAFF SUPPORT**

The Office of the Vice President for Research will provide staff assistance to the council.

## **B. CLINICAL AND TRANSLATIONAL RESEARCH ACTION SUBCOMMITTEE (CTRAC)**

### **CHARGES**

Reporting to the University Research Council, the function of this standing committee is to identify impediments to conduct of clinical and translational research and provide recommendations regarding solutions and best practices.

#### Specific Responsibilities:

1. Receive information and/or complaints describing impediments to any aspects related to the planning and conduct of clinical and translational research.
2. Organize an approach to defining the issues and determining potential solutions. This may include internal investigation, solicitation of best practices from other institutions, review of local and federal regulations and federal guidance, among others.
3. Prepare recommendations for consideration by the URC and/or Vice President for Research.

### **MEMBERSHIP**

There shall be a minimum of eleven (11) members with voting privileges representing all colleges and major research interests within the institution. Non-voting ex-officio members may also be appointed. The Chair of the committee will be the Assistant Provost for Research Compliance and Regulatory Affairs and is a member of the University Research Council.

### **MEMBERSHIP APPOINTMENT**

The Vice President for Research will appoint members

### **TERMS OF MEMBERSHIP**

Members shall serve two-year terms, which may have one renewal. Ex officio members shall serve as long as they hold the designated office. Appointments shall be staggered, with no more than half the membership changing in a year to ensure continuity.

### **FREQUENCY OF MEETINGS**

The CTRAC will meet monthly or more often as needed as called by the Chair.

### **MEETING AGENDA AND SUPPORTING MATERIALS**

A written agenda with appropriate documents will be distributed to each member prior to each meeting.

### **COMMITTEE MINUTES**

Minutes for each meeting will be recorded and maintained by the Office of the Vice President for Research.

### **STAFF SUPPORT**

The office of the Vice President for Research will provide staff assistance to the council.

## **C. RESEARCH COMMUNICATIONS SUBCOMMITTEE**

### **CHARGE**

Reporting to the University Research Council, the function of this standing committee is to: (a) Ensure that the research mission of the Medical University of South Carolina is highly integrated into brand strategy and communications,, (b) Increase awareness and recognition of scope and nature of MUSC research internally and externally, (c) Increase growth in research initiatives that resonate with diverse publics, and (d) Support the MUSC Imagine 20/20 Strategic Plan

### Specific Responsibilities:

1. Create and support initiatives increasing visibility of MUSC research to diverse audiences via:
  - Science Café
  - Annual Research Recognition Luncheon for junior faculty
  - Increased research discovery and achievements highlighted in all media vehicles for distribution internally, state-wide, regionally, nationally (EurekAlert)
  - Research (public-facing) website
  - Annual MUSC Research Day advocacy with SC Legislators
2. Streamline processes for research faculty to notify Communications about achievements, discovery, publications and awards
3. Develop and distribute materials to enhance and encourage clinical trial participation
4. Prepare recommendations for consideration by the URC and/or Vice President for Research.

### **MEMBERSHIP**

There shall be a maximum of eleven (11) members with voting privileges representing research and communications professionals within the institution. Non-voting ex-officio members may also be appointed. The Chair of the committee will be the Director of Strategic Initiatives and is a member of the University Research Council.

### **MEMBERSHIP APPOINTMENT**

The Vice President for Research will appoint members.

### **MEMBERSHIP TERMS**

Members shall serve two-year terms, which may have one renewal. Ex officio members shall serve as long as they hold the designated office. Appointments shall be staggered with regard to faculty, with no more than half the membership changing in a year to ensure continuity.

### **FREQUENCY OF MEETINGS**

The Research Communications will meet twice monthly or more often as needed as called by the Chair.

### **MEETING AGENDA AND SUPPORTING MATERIALS**

A written agenda with appropriate documents will be distributed to each member prior to each meeting.

### **COMMITTEE MINUTES**

Minutes for each meeting will be recorded and maintained by the Office of the Vice President for Research

**STAFF SUPPORT**

The office of the Vice President for research will provide direct staff assistance to the council.