

Research Compliance & Integrity Program Guides

<https://www.scu.edu/provost/research/research-compliance-and-integrity/>

Program	Webpage & Contacts	Descriptions
Human Subjects (HS)	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/human-subjects/</p> <p><i>Office of Research Compliance & Integrity</i> Protocols@scu.edu Ext. 4408</p> <p><i>Director (ex-officio)</i> Esther Pham ephram@scu.edu Ext. 5591</p> <p><i>Administrative Associate</i> Samantha Herman sherman2@scu.edu Ext. 4408</p>	<p>Research with Human Subjects: Santa Clara University is committed to a policy of safeguarding the rights and welfare of all human subjects in research. Santa Clara University employees and students who plan to conduct research with human participants must obtain approval from the Santa Clara Human Subject Committee (IRB) before beginning data collection. The application process is a web-based online application process called “eProtocol”. Researchers not affiliated with Santa Clara University who want to conduct research on campus or with Santa Clara employees or students also must obtain approval prior to data collection. Approval by the Santa Clara committee is required even if the research has been approved by an Institutional Review Board at another institution. On-line training through Collaborative Institutional Training Initiative (CITI) must be completed by researchers, faculty advisors, and/or students prior to issuance of application approval.</p>
Institutional Animal Care & Use (IACUC)	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/</p> <p><i>Office of Research Compliance & Integrity</i> Protocols@scu.edu Ext. 4408</p> <p><i>Director (ex-officio)</i> Esther Pham ephram@scu.edu Ext. 5591</p> <p><i>Administrative Associate</i> Samantha Herman sherman2@scu.edu Ext. 4408</p>	<p>Animal Care and Use (IACUC): The University has filed an Assurance of Compliance in accordance with the Office of Laboratory Animal Welfare (OLAW) website at http://grants.nih.gov/grants/olaw/references/phspol.htm. The University is committed to the humane treatment of laboratory animals in research and instruction. To fulfill this commitment, the Animal Care and Use Committee reviews all research and instruction involving live vertebrate animals to assure compliance with pertinent statutes and regulations. On-line training through Collaborative Institutional Training Initiative (CITI) must be completed prior to obtaining application approval.</p>

<p>Responsible Conduct of Research (RCR)</p>	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/responsible-conduct-of-research/</p> <p><i>Office of Research Compliance & Integrity</i> Protocols@scu.edu Ext. 4408</p> <p><i>Director (ex-officio)</i> Esther Pham epham@scu.edu Ext. 5591</p> <p><i>Administrative Associate</i> Samantha Herman sherman2@scu.edu Ext. 4408</p>	<p>Responsible Conduct of Research: Santa Clara University is committed to the Responsible Conduct of Research (RCR). All students, staff, and faculty who conduct research are strongly encouraged to complete the on-line RCR training through Collaborative Institutional Training Initiative (CITI). As of January 2010, the National Science Foundation (NSF) requires that all undergraduates, graduate students, and postdoctoral researchers supported by NSF funds to conduct research receive RCR training.</p>
<p>Export Controls</p> <p>International research collaboration</p> <ul style="list-style-type: none"> - Sanctioned countries (Crimea Region of Ukraine, Cuba, Iran, Sudan, North Korea, Syria) - Foreign Travel 	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/export-control-management/</p> <p><i>Associate Vice Provost for Research</i> Eric Tillman etillman@scu.edu Ext. 3078</p> <p><i>Office of Research Compliance & Integrity</i> Esther Pham epham@scu.edu Ext. 5591</p>	<p>Export control regulations are federal laws that regulate the export, transfer, or transmission of certain types of commodities, software, technology, and technical information from the United States to a foreign destination or to foreign nationals on U.S. soil. For foreign travel, see the foreign travel export control questionnaire and travel tips for guidance.</p> <p>SCU Export control training through Collaborative Institutional Training Initiative (CITI).</p> <p>The University is also committed to free and open inquiry in research. The Faculty Handbook section 3.7.8.1 affirms this commitment. Consistent with the principle of free and open inquiry, the University will not accept grants or contracts for the purpose of secret research.</p>

<p>Institutional Biosafety Committee (IBC)</p>	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/biosafety/</p> <p><i>Office of Research Compliance & Integrity</i> Protocols@scu.edu Ext. 4408</p> <p><i>Director (ex-officio)</i> Esther Pham epham@scu.edu Ext. 5591</p> <p><i>Administrative Associate</i> Samantha Herman sherman2@scu.edu Ext. 4408</p>	<p>Biosafety: The University strives to ensure that all biohazardous materials used in teaching and research are properly obtained, used, stored, transferred, and disposed of.</p> <p>The Institutional Biosafety Committee (IBC) reviews all requests to conduct research involving rDNA and biologically hazardous materials. It is the instructor or investigator's responsibility to provide complete information about teaching and research procedures involving rDNA and biologically hazardous materials by completing the SCU Biosafety application form. Completed forms must be submitted to the Office of Research Compliance & Integrity (Protocols@scu.edu) for BSC review.</p> <p>On-line Biosafety training is available through Collaborative Institutional Training Initiative (CITI).</p>
<p>Radiation Safety Committee</p>	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/radiation-safety/</p> <p><i>Office of Research Compliance & Integrity</i> Protocols@scu.edu Ext. 4408</p> <p><i>Director (ex-officio)</i> Esther Pham epham@scu.edu Ext. 5591</p> <p><i>Administrative Associate</i> Samantha Herman sherman2@scu.edu Ext. 4408</p> <p><i>Radiation Safety Officer</i> Sean Collins spcollins@scu.edu Ext. 5078</p>	<p>Radiation Safety: The University strives to ensure that all <u>ionizing and non-ionizing radiation</u> hazards used in teaching and research are properly obtained, used, stored, transferred, and disposed of. The Radiation Safety Committee (RSC) reviews all requests to conduct research or teaching involving radioactive materials.</p> <p>It is the instructor or investigator's responsibility to provide complete information about teaching and research procedures involving ionizing and non-ionizing radiation by completing the SCU radioactive material application form. Completed forms must be submitted to the Office of Research Compliance & Integrity Protocols@scu.edu for the Radiation Safety Committee to review.</p> <p>Any researcher planning to work with ionizing or non-ionizing materials should contact the Radiation Safety Officer Sean Collins for required radiation safety training.</p>

<p>Financial Conflict of Interest (FCOI)</p>	<p>https://www.scu.edu/provost/research/research-compliance-and-integrity/financial-conflict-of-interest/</p> <p>Associate Vice Provost for Research Eric Tillman etillman@scu.edu Ext. 3078</p>	<p>The policy applies to all Santa Clara University faculty and staff, who are funded by or are responsible for the design, conduct, reporting or approval of any externally sponsored project at Santa Clara University. The purpose of this policy is to ensure there is no reasonable expectation that the design, conduct, or reporting of research or other projects funded by external sponsors will be biased by any conflicting financial interest. The policy establishes a written and enforced administrative process to identify and to manage, reduce or eliminate conflicting interests with respect to all externally sponsored projects. The policy also supports Santa Clara University's institutional compliance with the Public Health Service regulations (42 CFR Part 50, Subpart F) and the provisions of the National Science Foundation (Grant Policy Manual § 150). When submitting a proposal to an external sponsor, a faculty or staff member must submit a completed Disclosure form to the Sponsored Projects Office. Investigator must complete FCOI training through Collaborative Institutional Training Initiative (CITI) prior to engaging in research related to any PHS-funded grant or contract such as NIH. All students, staff, and faculty who conduct research are strongly encouraged to complete the on-line FCOI training. Additional details can be found in the Staff Policy Manual (Policy 304) and the Faculty Handbook (Section 3.7.7.1).</p>
<p>Intellectual Property</p>	<p>https://www.scu.edu/provost/research/intellectual-property/</p> <p>Associate Vice Provost for Research Eric Tillman etillman@scu.edu Ext. 3078</p> <p>Office of Research Compliance & Integrity Esther Pham epham@scu.edu Ext. 5591</p>	<p>The University patent and copyright policies appear in section 3.7.5 and 3.7.6 of the Faculty Handbook. The website https://www.scu.edu/provost/research/intellectual-property/ provides necessary forms and agreements related to patents and inventions. For more information, contact (408)554-4408.</p> <p>Faculty who have a potentially patentable discovery or invention should first review the University policy. The faculty member should then complete an Invention Disclosure Form and submit the form to the Senior Associate Provost for Research Initiatives. The University has an agreement with TreMonti Consulting. The Senior Associate Provost will work with the faculty member and TreMonti to initiate the patent review process. If the discovery or invention is determined to meet the criteria for pursuing a patent, the Senior Associate Provost will work with the faculty member to pursue a patent. Title, fees and royalties will be handled as described in the University patent policy. For more details, please see: Patent and Inventions Policy and Procedures.</p>

Environmental Health & Safety	https://university-operations.scu.edu/ehs/ <i>EHS Director</i> Sean Collins spcollins@scu.edu Ext. 5078	Environmental Health & Safety (EHS): The University strives to ensure that all potential chemical and physical hazards are eliminated or minimized. The Environmental Health and Safety Officer works to minimize risks and to ensure compliance with relevant laws and regulations pertaining to chemical, physical, biological, and radiation hazards. The Environmental Health and Safety is part of University Operations.