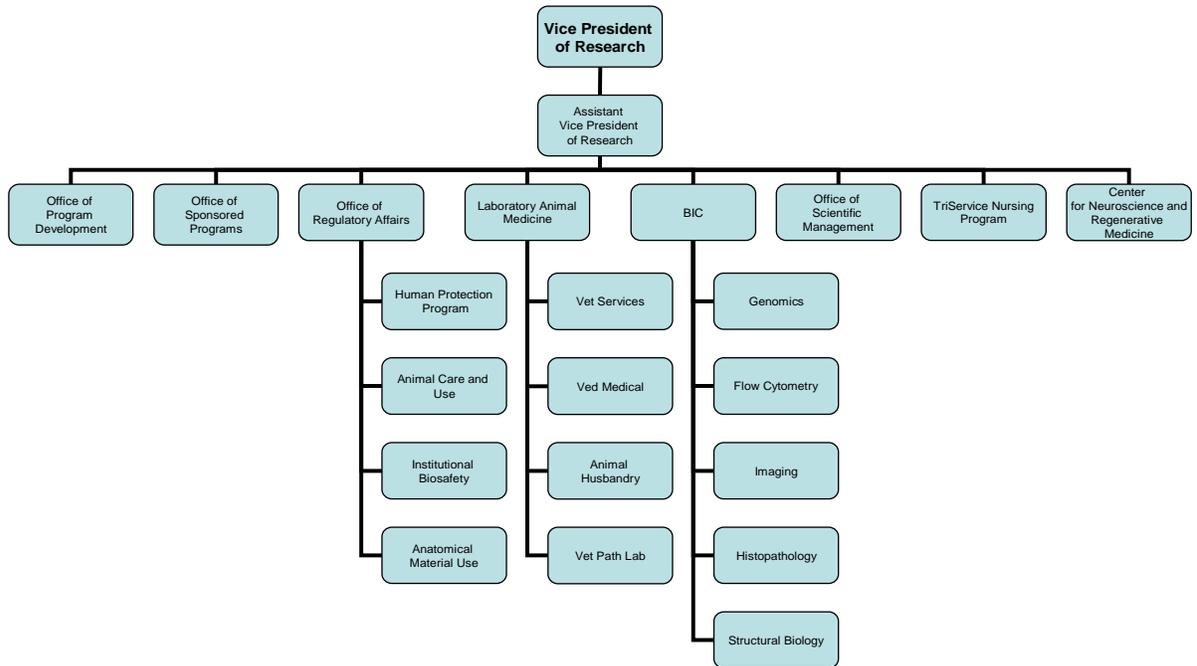


Structure of the Office of Research

Office of Research – Dec 2009



The roles and responsibilities of each of the offices within the Office of Research are outlined below. The Vice President for Research (VPR) reports directly to the President of the University and is responsible for facilitating, promoting, coordinating and encouraging excellence and leadership for the research activities at USU and its external stakeholders. The Vice President for Research oversees the development of strategies for facilitating a clearly defined grant application process which incorporates the identification of external funding sources and grant writing seminars, as appropriate. The staff reporting to the Vice President for Research assists him in monitoring and reviewing existing processes for the conduction of research in accordance with established guidance and regulations, in facilitating responsiveness to the research requirements of the USU faculty, and in providing workshops, symposia, presentations and panels on issues of relevance to the Military Health System and Public Health issues. The Vice President for Research has an Assistant Vice President for Research who aids the Vice President in directing, managing, and/or overseeing the operations of the following activities: 1) the Office of Program Development; 2) the Office of Sponsored Programs; 3) the Office of Scientific Management; 4) the Office of Regulatory Compliance; 5) the Biomedical Instrumentation Center; 6) the TriService Nursing Research Program; 7) Laboratory Animal Medicine. 8) the Center for Neuroscience and Regenerative Medicine;

Office of Program Development. The Office of Program Development (OPD) is responsible for overseeing administrative activities related to the pre-and post-award management of intramural research projects for USU faculty and AFRRRI scientists. The OPD currently oversees approximately 140 active intramural research grants. OPD also conducts the peer review of applications for intramural funding through the USU Merit Review Committee. In addition to administering the University's research program, OPD leads the coordination of Research Week, conducted each year in conjunction with the Graduate Student Colloquium. Student research awards (clinical fellows, medical and graduate students) are administered by OPD. Another activity assigned to OPD is the maintenance of search tools to identify funding opportunities for faculty developing new grant applications. OPD also oversees the start up packages for all new faculty in coordination with the Vice President of Finance and Administration. The Office of Program Development is directed by Dr. Susan Rasmussen.

Office of Sponsored Programs. The Office of Sponsored Programs (OSP) oversees the administrative activities related to the pre- and post-award management of extramural research projects for USU faculty and AFRRRI scientists. The OSP currently has over 220 active extramural research grants with over 600 active protocols. The office is responsible for administering USU's research that is conducted on site (about 75% of the OSP portfolio) and off site at the nearby Military Treatment Facilities or in closely located leased space. OSP has the responsibility of managing all extramurally funded projects at USU including training grants, educational grants, to research grants. The office is responsible for coordinating activities with the Henry M. Jackson Foundation when appropriate or with a sponsoring institution when USU applies directly to a potential funding agency. The Office of Sponsored Programs is directed by Dr. Toya Randolph.

Office of Scientific Management. The Office of Scientific Management (OSM) provides scientific and administrative oversight for all research grants and contracts being awarded by the University. OSM activities are best compared to the program offices at the National Institutes of Health. This office is unique among the Offices of Research when comparing USU to our sister medical universities. Because USU is the only Federal university Congress has directed research money through USU to address issues important to Congress. To this end, USU has to take the role of a Federal sponsoring entity. Each year the amount of appropriated money USU is asked to administer varies. OSM has developed specific guidelines for research programs and charters in concert with the USU Grants Office and the USU Contracts Office. OSM has the responsibility to the financial officers of the USU to make sure the money granted or contracted has been properly reviewed and all regulatory guidelines before the university makes an award. In addition, OSM assists Program Directors and Principal Investigators by providing specific guidance on planning for a two-tier review process: Scientific Technical Review Panels and Oversight Committees. OSM is directed by Dr. Charles Salter.

Office of Regulatory Compliance. The Office of Regulatory Compliance (ORC) oversees administrative activities of and personnel in HSP (Human Subjects Protection Program), IBS (Institutional Biosafety), AMU (Anatomical Material Use), and ACU (Animal Care Use). The Human Subjects Protection Program Office serves as the administrative office

for USU's two Institutional Review Boards (IRBs). The IRBs are federally mandated to ensure that, in accordance with established USU policy, all research involving human subjects or analysis of data gathered from human subjects, regardless of funding status, is reviewed by the IRB prior to the implementation of any research activity. The Institutional Biosafety Office (IBS) provides administrative support to USU's Institutional Biosafety Committee (IBC). The IBC has been charged by Federal law with the planning and implementation of the USU Biosafety Program with a focus on ensuring the health and safety of all personnel working with biohazardous agents. The IBC ensures that research conducted at USU is in compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules and the Select Agent Rule. IBC also drafts campus biosafety policies and procedures, and reviews individual research proposals for biosafety concerns. The mission of the Anatomic Materials Review Office is to support the anatomic Materials Review Committee (AMRC) in its review of the use of human materials at USU, including bona fide educational and research protocols that are sponsored by military units, academic departments with the DoD, military Graduate Medical Education Programs, and military Continuing Education Programs to ensure that this use conforms to the appropriate ethical, institutional, and regulatory standards. Finally, the Institutional Animal Care and Use Committee Office (ACU) supports the President's Committee dedicated to the principle of carrying out meaningful scientific research through the use of laboratory animals in accordance with all relevant DoD and Federal regulations. This office assists the President's Committee as it oversees the University's animal program, facilities and procedures which ensure the appropriate care, use and humane treatment of animals being used for research, testing and education. The Office of Regulatory Compliance monitors training programs for each of its 4 subordinate offices and coordinates with other Offices and Directorships that report to the Vice President for Research to ensure the safety of animal and human subjects and research personnel involved in USU protocols; ORC ensures that research is conducted in an ethical manner and that it is consistent with all DoD and other Federal regulatory requirements. The Director of ORC reports directly to the Vice President for Research. It is important to note that the Vice President of Research is the Institutional Official for both the Institutional Biosafety Committee and the Animal Care and Use Committee. Currently the Office of Regulatory Compliance is directed by the Assistant Vice President of Research, Dr. Richard Levine.

Biomedical Instrumentation Center. The Biomedical Instrumentation Center (BIC) has four divisions: Proteomics/Genomics; Flow Cytometry; Structural Biology; and Imaging. The BIC provides critical, cost-effective support to multiple research activities across the University. Originally established for the placement and sharing of high cost research equipment, the BIC has continuously provided support to the entire research community. The Director of BIC coordinates with the BIC Oversight Committee, the BIC staff, and the academic departments associated with the School of Medicine, the Graduate School of Nursing and AFRRRI to identify challenges and opportunities for future BIC activities and support efforts. The BIC Director and the BIC Oversight Committee work with the Vice President of Research to identify new highly desired technologies and equipment and together they develop plans to acquire the technology or equipment through various means, including grant writing and raising awareness within the DoD. BIC is directed by LTC Felica Langel.

TriService Nursing Research Program. The Director of the TriService Nursing Research Program (TSNRP) reports to the Vice President for Research on all administrative matters related to the daily management of the TSNRP. Congress established the TSNRP, in 1992, to support research conducted by military nurses. It is important to note that TSNRP, like OSM, is a Federal grants program that works closely with the university's Offices of Grants and Contract to execute their appropriation. The TSNRP is a TriService entity with programmatic guidance provided by the Chief of the Army Nurse Corps, the Director of the Navy Nurse Corps, and the Assistant Surgeon General of the Air Force Nurse Corps. Through continuing investments of resources and support from the Congress and the Military Health System, military nurse investigators have increasingly invested their time and expertise in this program. The TSNRP yields valuable results as uniformed nurse investigators have been continuously funded to initiate efforts which have expanded the scientific foundation of military nursing and to foster excellence in military nursing care. Success of the program is evidenced by the positive outcomes of research studies conducted to improve the health of service members and their beneficiaries and by the TSNRP's recent acceptance as a permanently funded MHS program. Abstracts for all TSNRP funded studies are available on the TSNRP website at <http://www.usuhs.mil/tsnrp>. TSNRP is directed by LTC Marla De Jong.

Laboratory Animal Medicine. Laboratory Animal Medicine (LAM) is responsible for the humane care, use, and welfare of research animals, in accordance with all Federal and Department of Defense regulations and guidelines, the Guide for the Care and Use of Laboratory Animals, as well as, USU Instruction 3204, the Use of Animals in the USU. LAM has maintained on-going accreditation from the Council on Accreditation of the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC). LAM provides a complete laboratory animal veterinary support program for the University. It maintains the required documentation, provides advice and consults with investigators on the current and appropriate methodologies relative to research and teaching and also reviews research and teaching protocols. LAM also provides instruction for medical and graduate students, faculty and staff on the requirements for use of laboratory animals and their health and safety. There are four concentrated areas of support in LAM: Animal Husbandry; Veterinary Medicine; Veterinary Surgery; and Veterinary Pathology. LAM is directed by LTC Pedro Rico.

USU Center for Neuroscience and Regenerative Medicine. In July of 2008, USU received \$70 million from the United States Congress to establish the Center for Neuroscience and Regenerative Medicine (CNRM) as a collaborative intramural program. The CNRM was established to study actual combat casualties cared for at the Military Treatment Facilities (MTFs) currently located in Bethesda, Maryland and Washington, D.C. The CNRM is working to ensure the development of a set of mutually reinforcing programs among collaborating DoD facilities and the National Institutes of Health focused on the diagnosis and treatment of uniformed personnel with traumatic brain injury in the National Capital Area. The Vice President for Research and the Center Director monitor the management and overall establishment of the new Center on behalf of the University President. Space has been leased near the University, staffing is being coordinated across the spectrum of USU's academic programs, and research activities are currently underway and the results are being reported within the DoD established lines of reporting. The Office of Research has established a charter for the CNRM which includes technical review teams and a program oversight committee. The

current Director of the CNRM is Dr. Regina Armstrong and she has an NIH Co-Director, Dr. Walter Koroshetz (Deputy Director of NINDS).