OFFICE OF RESEARCH COMPLIANCE
Org Code: MARGCP

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
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<tbody>
<tr>
<td>Assistant Vice Chancellor, #89119</td>
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<tr>
<td>Administrative Officer, PBB, #81901</td>
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<tr>
<td>Administrative Officer, PBB, #80504</td>
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<tr>
<td>Admin &amp; Fiscal Support Spec, PBA, #81431</td>
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HUMAN STUDIES PROGRAM
Org Code: MARCHS

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<td>Research Associate, PBD, #80751</td>
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ANIMAL WELFARE AND BIOSAFETY PROGRAM
Org Code: MARCAW

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<td>Environmental Sfty Sp, P9C, #81109</td>
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<tr>
<td>Research Associate, PBB, #80261</td>
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ANIMAL AND VETERINARY SERVICES PROGRAM
Org Code: MARCAV

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<tr>
<td>Specialist Type Faculty, #86262</td>
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<tr>
<td>Research Associate, PBB, #80369</td>
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<tr>
<td>Research Associate, PBA, #81179</td>
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RESEARCH INTEGRITY PROGRAM
Org Code: MARCRI

- Non-appropriated Funds
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
OFFICE OF RESEARCH COMPLIANCE

FUNCTIONAL STATEMENT

OFFICE OF RESEARCH COMPLIANCE (ORC) – Org Code: MARGCP

Major Functions of the Office:

In support of and under the direction of the Vice Chancellor for Research, the Office is responsible for ensuring compliance of research and scholarly work involving the use of vertebrate animals, human subjects, microbiological materials, and issues related to the research and scholarly misconduct, and responsible conduct of research. This office is also responsible for appropriate veterinary care, and for the health and well-being for all animals used at the institution, and for managing and operating university animal facilities involved in biomedical and neuroscience research and training on the UH Manoa campus and at the John A. Burns School of Medicine at Kaka'ako.

Human Studies Program – Org Code: MARCHS

Human Studies Program directs and oversees the federally-mandated human research protection program under a Federal wide Assurance (FWA), an agreement executed between the University of Hawai‘i and the DHHS Office for Human Research Protections (OHRP).

The Human Studies Program staff members perform the following tasks:

1. Administers three Institutional Review Boards (IRB) that serve the University of Hawai‘i and several partnership institutions
2. Reviews all exempt research protocols involving human subjects
3. Oversees the initial and continuing review of all non-exempt research protocols involving human subjects or their private identifiable information
4. Provides education, training, consultation and support to UH faculty and others who perform human subjects research across the University of Hawai‘i system
5. Develops and implements policies and procedures to ensure compliance with applicable federal regulations and University policies
6. Maintains documentation of protocol review, approval and oversight
7. Follows up on allegations of non-compliance with applicable regulations and policies.

Animal Welfare and Biosafety Programs – Org Code: MARCAW

Animal Welfare and Biosafety Programs provides oversight and direction for the system-wide, federally-mandated Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) for the University of Hawai‘i.
The Animal Welfare Program staff members perform the following tasks:
1. Review and approve animal use protocols
2. Inspect animal facilities and specific programs
3. Investigate alleged and confirmed non-compliant adverse events
4. Consult and advise on appropriateness of proposed and actual experimental procedures to meet criteria for scientific data gathering
5. Review and confirm extramural award information conformity with actual animal use protocol design
6. Provide administrative support for IACUC

The Biosafety Program staff members perform the following tasks:
1. Conduct training for faculty, staff, and students
   a. General Biological Safety
   b. Transportation of Biological Commodities
   c. Blood Borne Pathogen Standards and Sharps Hazard Prevention
   d. Select Agents
   e. Biosafety Cabinet Use
2. Conduct laboratory biosafety inspections
   a. Annual Review
   b. Unannounced
   c. Permitting and IBC Protocols
3. Process biological material importation applications
4. Dispose biological waste
5. Provide administrative support for IBC

Animal and Veterinary Services Program – Org Code: MARCAV

Animal and Veterinary Service (AVS) fulfills three functions at the University of Hawai'i (UH):
1. The Office of the University Veterinarian (UV) has System-wide responsibilities for overseeing the health and well-being and clinical care of all vertebrate animals used by the UH, as required by United States federal law. As such the Office of the UV assists Principal Investigators with the development and review of Institutional Animal Care and Use Committee (IACUC) protocols, and conducts at least semi-annual scheduled visits to facilities where vertebrate animals are housed or used for research, training, or other activities. The Office of the UV may provide veterinary care for animals used on IACUC protocols.
2. AVS operates the vivariums and provides daily care for animals used for biomedical and neurobehavioral research and training on the Manoa campus and at the John A. Burns School of Medicine (JABSOM) at Kaka'ako.
3. AVS helps fulfill the federal mandate that personnel involved with care and use of vertebrate animals are adequately trained, and/or qualified in the basic principles of animal care and use to ensure quality research and animal well-being. As such AVS provides necessary training of personnel using or caring for animals on behalf of the UH.

Research Integrity Program – Org Code: MARCRI

Staff members of the Research Integrity Program are responsible for handling allegations of Research and Scholarly Misconduct and whistleblower retaliation, and for educating faculty, staff and students about Responsible Conduct of Research.
The Research Integrity Program staff members perform the following tasks:

Research and Scholarly Misconduct:
1. Receive misconduct allegations; assist in gathering information and completing the assessment, inquiry and investigation, as appropriate.
2. Provide staff support for all aspects of misconduct cases, concerns, conflicts, and Ethics Committee (EC).
4. Manage case records
5. Transcribe interviews
6. Update misconduct policy/program as required by federal regulations
7. Provide training sessions or workshops related to misconduct
8. Provide assistance as needed to Vice Chancellor for Research in fact-finding investigations and other areas of concern

Responsible Conduct of Research (RCR):
1. Monitor on-line RCR training (CITI) component
2. Prepare and deliver interactive RCR training sessions
3. Manage database for RCR training completions
4. Maintain communication with other campuses for collaboration related to RCR
5. Update RCR plan/program as required by federal regulations