Office of the Executive Vice President and Provost
The University of Texas at Dallas

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Research at UTD

In 1961, UTD began life as the Graduate Research Center of the Southwest. Research is no less important to UTD than it was back then, although now we embrace and encourage research at any level.

There are several offices involved with research. They include:

- The Office of the Vice President for Research (OVPR) is responsible for expanding the university's research program, increasing collaborative work with government agencies, corporations and other universities and speeding the transfer of ideas from UTD laboratories to the marketplace. The Office of Sponsored Projects, the Office of Reseearch Compliance and the Office of Technology Transfer all report to the Vice President for Research.
- The Office of Sponsored Projects (OSP) supports faculty, research associates, and students by providing resources to research potential funding sources, submitting research proposals to research sponsors, negotiating research contracts, establishing and maintaining grant accounts and monitoring compliance with research related federal, state, local and private regulations
- The Office of Research Compliance (ORC) is responsible for protecting the rights of human participants and animal subjects involved in research activities and ensuring compliance with all federal, state and local regulations in regards to research. ORC coordinates the activities of the University's Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC).
- The Office of Technology Transfer works with researchers to protect intellectual property, transfer innovations to the market and connect researchers and members of the business communities.

Office of the Vice President for Research

The Office of the Vice President for Research promotes the mission of The University of Texas at Dallas to advance excellent educational and research programs and transform ideas into actions by:

- Providing high quality research support services that enable and encourage research excellence;
- Promoting the university's research capabilities with state, federal and industrial stakeholders;
- Securing funding to attract and retain high quality researchers and to enhance research infrastructure; and
- Accelerating the transfer of ideas and inventions from the university to the marketplace.

Office of Sponsored Projects

The Office of Sponsored Projects is the focal point for contract and grant activity at the University. OSP provides faculty with information on sources of extramural funding including state and federal government agencies, foundations and corporations. OSP also assists faculty members in developing competitive proposals, negotiating grant/contract agreements and monitoring post-award compliance issues and administration. OSP responsibility includes maintaining appropriate agency relationships, interpretation of agency requirements, enforcement of federal, state and UT System regulations, consultation on budget development, completion of agency forms, assistance in meeting federal assurance requirements, help in obtaining proper internal approvals and assistance in the final processing and mailing of proposals to agencies. OSP actively works with faculty in preparing contracts, contract negotiation and post-award management. OSP is a service organization and will welcome any inquiries faculty may have. OSP's policies, procedures and resources are documented in the Researcher's Guide which is available online on the OSP website.

Office of Research Compliance

The Office of Research Compliance provides information on research activities which are governed by a number of research oversight committees and boards imposed by federal and state laws. Non-compliance can result in severe penalties to the institution, and in some instances, to the individual. It is the responsibility of faculty and staff to be familiar with UTD policy as it relates to these research compliance areas. Information on research compliance may be obtained on the ORC web site.

Research Involving Human Subjects

Any faculty, staff, or student who intends to conduct or supervise research (whether funded or not funded) which involves human beings as subjects must obtain approval from the Institutional Review Board (IRB). This requirement includes the participation of human beings of all ages in surveys and research experiments. Forms to request approval may be obtained from ORC by calling 972-883-4579 or by accessing the ORC web site.

Research Involving the Use of Animals

Any faculty, staff or student who intends to conduct or supervise research (whether funded or not funded) which involves animals as research subjects must obtain approval from the Institutional Animal Care and Use Committee (IACUC). Approval must be obtained prior to ordering animals or housing animals on campus. Forms to request approval may be obtained from ORC by calling 972-883-4579 or by accessing the ORC web site.

Office of Technology Transfer

The Office of Technology Transfer (OTT) is responsible for encouraging researchers to disclose new inventions and technologies, evaluating and protecting valuable intellectual property, transferring the university's innovations to the marketplace, and serving as a bridge between the university and business community.

Faculty, staff or students who develop inventions or other intellectual property eligible for intellectual property protection on University time and/or with the support of state funds, University facilities, and/or sponsored research funding must submit an intellectual property disclosure form to the Office of Technology Transfer (OTT). In conjunction with the Intellectual Property Advisory Committee (IPAC), OTT will advise the President as to whether the University should seek patent, copyright or other intellectual property protection for the disclosed technology. If the University seeks protection, OTT will seek to license the intellectual property, sharing any net proceeds with the inventor(s). Information on the University's intellectual property policies and procedures, including intellectual property disclosure forms, can be found on the OTT website.

Other Research-Related Policies

Policy on Honesty in Research

The University of Texas at Dallas strives to create a research climate that promotes faithful attention to high ethical standards and enhances the research project while not inhibiting the productivity and creativity of the scientist and academician. The University's procedures for situations involving allegations of data falsification, plagiarism, or other research fraud are specified in Part IIA, Section D, subsection D11-105 of the Administrative Policies and Procedures Manual.

Research Investigator Financial Disclosure

Any faculty, staff or student who is responsible for the design, conduct or reporting of research or education activities sponsored, in whole or in part, by the National Institutes of Health or the National Science Foundation must submit a Principal Investigator Financial Disclosure Form for approval to the University's Research Integrity Committee. The committee

will determine if a conflict of interest exists and will decide appropriate action that the investigator needs to take to manage, reduce or eliminate the conflict. To obtain a form, contact ORA, Multipurpose Building, Room 3.218, extension 2313 or access the ORA web site.

Recombinant DNA in Research

Any faculty involved with recombinant DNA must obtain approval from the Office of Environmental Health and Safety Biosafety Committee before proceeding with the research. The mission of the Department of Environmental Health and Safety is to ensure a safe and healthy work environment for faculty, staff, students, and visitors while promoting education, research, and work practices that do not harm the environment, comply with any and all rules and regulations pertaining to occupational health and safety and the environment and to protect all University resources through sound administration. Information may be obtained by contacting the Office of Environmental Health & Safety at 972-883-4111 or by accessing the website.

Travel Authorization

Travel to present research papers and other purposes of benefit to the University may be approved at any time via a "Leave of Absence/Travel Authorization" form, submitted in advance of travel. Requests for all foreign travel require approval of the President's Office and thus must be processed through the proper channels at UTD four weeks prior to departure. (Travel to and in the states, U.S. possessions, Mexico and Canada are not considered by state law or the Regents' Rules to be foreign travel.) The faculty member must make explicit arrangements for his/her duties to be assumed during a short term absence without incurring additional expense to the University. These arrangements should be described on the "Leave of Absence/Travel Authorization" form.
Foreign Travel on a contract/grant may require that additional procedures be followed in addition to those described above. Please check with ORA to find out if foreign travel is allowed on the contract/grant and if additional requirements must be met for compliance with the provisions of that contract/grant.

Online Resources for Researchers

- Researcher's Guide
- Office of the Vice President for Research
- Office of Sponsored Projects
- Office of Research Compliance
- Office of Technology Transfer
- Office of Contracts and Grants Accounting
- Office of Environmental Health and Safety

handbook home

contact Louise Chester if you have any questions/comments about this website

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