



Presidencia

# UNIVERSIDAD CENTRAL DE BAYAMÓN

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## EXECUTIVE ORDER ACA-12-01

January 18, 2012

**DEANS  
ACADEMIC COLLEGE DIRECTORS  
ADMINISTRATIVE OFFICE DIRECTORS  
FACULTY**

### INVESTIGATION POLICY

#### INTRODUCTION

Research is an inherent function at all levels in the university community. The intent to create a Research Policy is indicative of the importance of this activity as an integral part of the Bayamon Central University Strategic Plan and the support for our Universities mission and vision.

Research must gain important spaces in the lives of the university authorities as part of the administrative initiative for this purpose. This is evidenced by the following:

- Direct support for research initiative of the Presidency and the Dean of Academic Affairs of the University.
- The development of the strategic plan, which incorporates quality, innovation and investigation.
- Creating consolidated research groups for the development and implementation of new research projects in different academic programs.
- The rules and procedures for submitting, evaluating and using various research proposals and the subsequent implementation of them.
- Creating mechanisms for teachers to devote time to research activities.
- The allocation of funds for research activities.
- Support for faculty training in various areas of research.

To continue developing a research culture in our institution, it is necessary to maintain continuous adjustments to the Research Policy in order to ensure support and temper this policy to the needs for growth and institutional development. For this BCU must maintain continuous attention to the following aspects:

- The definition of standards and procedures governing research at our institution.
- The definition of mechanisms to maintain quality control to ensure the development and implementation of research projects.
- The recognition of institutional entities that perform research projects.
- The guarantee of financial support and time for faculty to engage in conducting research activities.
- The coordination of research projects at various Bayamon Central University colleges.

The development and implementation of research projects will:

- Increase the number of research projects carried out in our institution.
- Positioning Bayamon Central University as an institution that conducts cutting-edge research and new knowledge generated at the regional and global level.

- Providing innovative alternatives for the solution of social, economic, and educational problems among others.
- Achieving research with reliable results that enable dissemination and international visibility.
- Effectively manage the available resources to conduct research projects.

## DEFENITIONS

- Research: pursuit of knowledge and its application through systematic processes led by the particularities of the various academic disciplines.
- Research proposal: documents that are presented and describe the project to be executed. This document should be evaluated in academic, technical and economic areas by internal and external peers. This document requires the assessment by the Institutional Review Board if it involves the participation of human beings.
- Research project: is the development of a series of systematic processes and activities as part of a previously approved research proposal, which has defined resources and a work plan to achieve new knowledge in the various academic disciplines.
- Research results: is the knowledge generated as a result of a research project which is a contribution to various academic disciplines.
- Research products: are books, essays, reports, manuals, modules, development, tools, materials, or equipment applications that communicate the knowledge generated by the research project.
- Faculty Development Plan: a plan that contains the vision of the faculty aligned with the Strategic Plan for the development of research proposals. This plan should be developed for a period of five (5) years.
- Research areas: an area of a particular discipline of knowledge, which includes research problems that will be addressed in order to generate new knowledge aligned with the University Strategic Plan.

## GENERAL CHARACTERISTICS OF RESEARCH

- It's an inherent function to the University.
- Must contribute new knowledge to the various fields of knowledge.
- It can be done by students, faculty and administrators of our University.
- Should be the focus of graduate academic programs.
- Research topics must be aligned with the research and the Strategic Plan.
- Should consider the ethical implications related to the methods to be used, the implementation of the study and use of results or developments of such applications.
- It can be done by external stakeholders to our institution under a framework of inter-institutional collaboration where each institution has its own personnel costs associated with such research projects.

## RESEARCH ORGANIZATION

Research projects should be designed and implemented according to the lines of research in accordance with the various areas of knowledge, the research and the Strategic Plan. The groups formed to develop research proposals must have the following characteristics:

- Will be composed of students, faculty and administrators with defined objectives, common interests in research and an adequate plan for results and new acquired knowledge.
- Be identified by the lines of research according to their research interests.

- They may include students, other professors and administrators of a same campus or other premises of the University.
- May exceptionally incorporate, faculty or professionals not associated with the University.

The University will lead a recognition process of the various research groups to enable them to develop the general characteristics mentioned above. This practice allows the acceptance, trust and recognition from their peers, research groups and the academia. The procedure for recognition of the groups is as follows:

- The creation of a research group begins with the identification of a group of people with similar interests relative to a line of research, the formulation of a work plan for the development of research proposals, according to the mechanisms provided in this policy.
- The recognition of the groups will be by the Academic Vice-President by the mechanism or the way this institutional unit so defined.
- The recognition of the group may only be when evidence of the operationally of the group, its development plan and the products generated as part of new knowledge.
- Only those institutionally recognized groups will be eligible for aid or support programs for research, to develop the institution.
- Only the Academic Dean may authorize groups in the process of consolidation to benefit from aid or support programs for research to develop the institution.

## ROLES AND RESPONSIBILITIES

### *Professor:*

- Lead the development of research protocols taking into account the provisions of federal law for the protection of research subjects in accordance with procedures developed by the Institutional Review Board.
- Identify a principal investigator, who is not a government authority at our institution, but is responsible for the design, development, and generation of results of new knowledge products.
- Properly manage resources and funds allocated for the research project.

### *Investigation Groups:*

- Align the interests of the group with the lines of research and development plan of the respective research faculty.
- Develop activities and research projects according to the research to which it is assigned.
- Generate results that provide new knowledge of the research projects which can be verified objectively.
- Contribute to the academic offerings and research programs primarily graduates of our institution.
- Be accountable to the institution for its research work and managing the resources allocated to it.
- Each group will have a Director appointed by the Dean of Academic Affairs, who will facilitate the group's work, will manage the assigned resources and represent them before the University and others, but will possess no authority upon the institution governance staff.

### University Authorities and Offices

- Presidency
  - It is ultimately responsible for promotion and development of research activities at the University.
  - Approves Research Policy, its developments and the funds allocated for research.

- It is the only authority that can commit the University to third parties to carry out research projects that require them.
- Dean of Academic Affairs
  - Proposes to conduct investigations according to institutional priorities.
  - Provides recommendations for development of proposals and Policy Research.
  - Announces the formation of research groups according to the lines of research of the various academic programs of the University.
  - Designates the research groups Director who represents them before the university government and its Institutional Review Board.
  - Summons the Director of each research group to form the faculty Research Committee.
  - Presides over the Faculty Research Committee.
  - Approves the Faculty Research Development Plan.
  - Ensures the development and is responsible for the Faculty research activities.
  - Manages resources exclusively for research in the Faculty annual Budget.

#### Dean of Administrative Affairs / Budget Officer

- Ensures availability of budgetary resources allocated to research.
- Within the scope of its functions, is responsible for the administrative resources that support the development of research.
- Check financially the research projects that require institutional endorsement for submission to third parties.

#### Institutional Review Board

- It consists of a President, four faculty members with different specialties (one with scientific experience, one of the humanities area and other disciplines) and a community representative.
- Promotes research activity at the University.
- Ensures compliance with the Research Policy.
- Ensures the registration of the investigations that have been authorized by the Board.

#### Research Center

- Proposed budget for the realization or support of research related activities.
- Evaluates and proposes support for research activities (financial support, academic loads, human resources, etc.)
- Manages the budget allocated for the Research and Consultation Center.
- Manages the registration of the research that has been approved by the Institutional Review Board.
- Verifies that it is registered and accounted the budget execution of the approved research projects.
- For the research projects that receive external resources, checks that they are used exclusively for such projects.
- Supports the management of administrative resources for the development of research.
- Support research groups to identify agents that provide external funding for research and respond appropriately to their funding mechanisms.
- Generates reports on the management of University research.

### Faculty Research Committee

Consists of the Dean of Academic Affairs, who presides and one research group representative ascribed to each academic program.

- Develops, proposes and implements the Faculty Research development plan.
- Academic and scientific review of research proposals submitted by the Faculty research groups and the evaluation of results and products.
- Revise first proposed budgets to be submitted by research groups.
- Supervises and coordinates the Faculty group's research operation and supports in the identification of external funding sources.

## RULES AND PROCEDURES

### Fundamentals

- The research carried out by University professors should be included in their individual work plans approved by the Schools Directors and the Dean of Academic Affairs. The research carried out by University professors should be part of the School evaluation criteria, conducted by the Faculty Evaluation Committee, school directors and the Dean of Academic Affairs.
- Research projects should be subject to the lines of research of the University, its strategic plan and the rules governing the authorization and execution. Generally, there should be no individual research proposals, without going through the proper mechanisms and processes prescribed in the Research Policy.
- The research activity is developed mainly by research groups through research projects and related activities.
- Any financial support with external funds must be approved by the Dean of Academic Affairs.
- The following are considered research activities conducted by the Faculty:
  - Preparation and submission of research proposals.
  - Tasks related to research projects, including the submission of progress or final reports.
  - Development of research products, including the presentation of these.
  - Participation in academic events (seminars, scientific conferences or continuing education programs) to enable the development and promotion of research and dissemination of results.
  - Activities to strengthen the scientific and technical community at the University, internally and externally.
  - Tutoring student researchers that are linked to research groups involved in the implementation of the research projects.
  - Participation of publishing activities, evaluation of research proposals and projects.
  - The faculty member's research activity should be informed by the Dean of Academic Affairs to the Research Center / Institutional Review Board.

### Financing

- The research is funded by University internal and external resources. In this case, they are obtained through the competition of such funds according to the agencies that provide these funds.
- The allocation of domestic resources for research will depend on the economic situation of the University, but must ensure a minimum level of resources applied for permanent research.
- Management, monitoring and control of resources for research correspond to the Dean of Academic Affairs and the Dean of Administrative Affairs.
- For the allocation of internal resources a Central Research Fund and Research Fund for Faculty will be created.

- The Central Research Fund will be part of the Dean of Academic Affairs annual budget and its use will be regulated at the document containing the rules for the use of the Central Research Fund.
- The Research Fund for the Faculty will have exclusive destination for the funding of research programs supported by the Dean of Academic Affairs and the counterpart to Faculties research projects.
- The support of the Research Fund for the Faculty, for research projects will be requested by the school directors to the Dean of Academic Affairs at the time of formalizing the inclusion of the project in the Institutional Research registry.
- Faculty Research investigation funds will belong to the Deans of Academic Affairs annual budget and will be used exclusively to support the faculty research activities projects, according to the faculty research development plan in accordance with the lines of research and the University strategic plan.
- It will be important to consider the efficient use of resources, the results and the development of the involved products.

Stimulus for faculty who are pursuing research

Given the intellectual effort involved in generating new knowledge, the University recognizes the importance of creating incentives, in cash or in kind, for the participation of their professors in research activities and projects. Therefore, the Dean of Academic Affairs manages the intellectual production works bonus through Policy Incentives for research projects, academic rank promotion and faculty members training at MA and Ph.D. programs.

**Validity:**

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:

  
Lillian Negrón Colón, Ph.D.  
President

LVC/djm