



U N I V E R S I T Y O F
SOUTH CAROLINA™

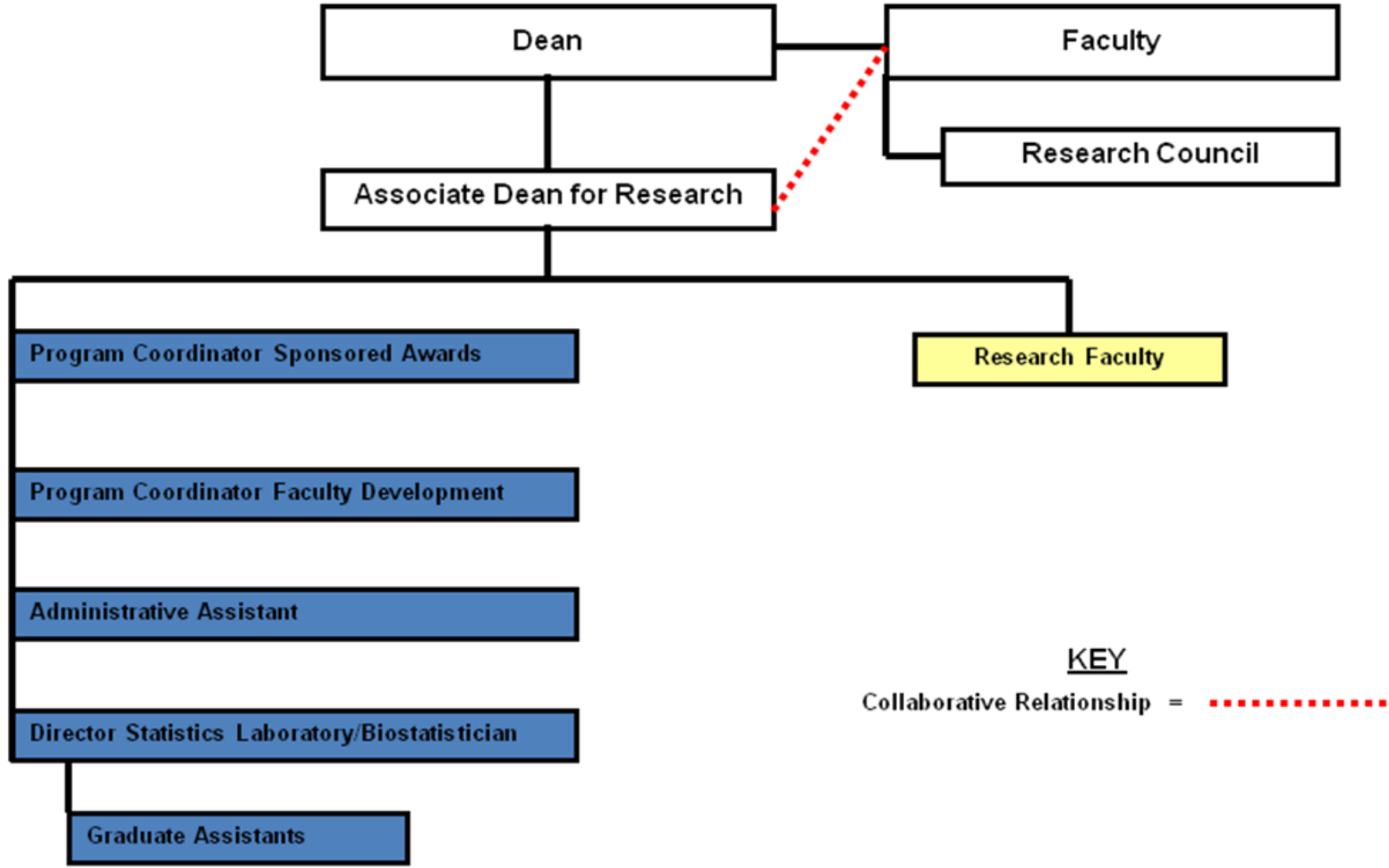
Office of Research
College of Nursing

Office of Research Operations Manual

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**University of South Carolina College of
Nursing
Office of Research Organization Chart**



KEY

Collaborative Relationship = (red dotted line)

Updated January 2011

II. Personnel Roles, Responsibilities, and Sample Services

A. Associate Dean for Research

The Associate Dean for Research provides the overall leadership for College of Nursing (CON) research activities, and is accountable for administration of the Office of Research. The role serves as a liaison to the University, local, national, and international communities in matters related to research.

B. Operations Staff:

B1. Program Coordinator for Sponsored Awards

The Program Coordinator for Sponsored Awards, under the supervision of the Associate Dean for Research, coordinates all phases of pre-award development, and, in collaboration with staff from the Dean's Office, assists with post award sponsored award management. Selected services include:

Sponsored Award Support:

- Liaison with campus Sponsored Awards Management (SAM).
- Supports award application development including budget development.
- Completes final electronic and paper routing for sponsored award applications.
- Assists Principal Investigators/Project Directors with award progress report development and submission.

Data Management Support:

- Maintains the Office of Research database.
- Manages the Office of Research K-Drive electronic files.
- Maintains the CON sponsored award archive.

B2. Program Coordinator for Faculty Development

The Program Coordinator for Faculty Development, under the supervision of the Associate Dean for Research, supports faculty research program development, Institutional Review Board protocol development and dissemination activities. This role also serves as the liaison with CON and campus development and publicity specialists, and provides key leadership in implementation of CON research development activities. Selected services include:

- Dissemination support.
- Communicates potential funding sources.
- Maintains the Faculty Research Interest Guide.
- Coordinates research-related programs.
- Maintains the Office of Research faculty development and training resources.
- Maintains the Office of Research web site and faculty web pages.
- Maintains the Office of Research library.
- Serves as the Office of Research publicity and web site development liaison.

B3. Administrative Assistant

The Administrative Assistant, under the supervision of the Associate Dean for Research, has primary responsibility for managing the Office of Research, and supporting the activities of the Associate Dean for Research. Selected services include:

- Maintains Office of Research administrative files and systems.
- Coordinates all Office of Research administrative activities.
- Maintains the Office of Research electronic calendar.
- Manages the Associate Dean for Research's calendar.
- Schedules all Office of Research rooms.
- Provides staff support for key Office of Research councils and committees, e.g., the Research Council.
- Manages the Office of Research budget.
- In collaboration with support staff in the Dean's Office, monitors key and keypad access to all Office of Research physical space to ensure appropriate security.

B4. Director of Statistics Laboratory/Biostatistician

Under the supervision of the Associate Dean for Research, the Director of the Statistics Laboratory/Biostatistician assumes primary responsibility for directing the Statistics Laboratory and its staff support personnel, and data management and reporting for the CON evaluation program. Selected services include:

- Performs data management and statistical analysis for funded projects.
- Assists faculty and students in the statistical design and analysis of projects.
- Provides oversight, training, and coordination of the work of Statistics Laboratory statistical support and data entry staff.
- In collaboration with CON academic offices provides oversight for evaluation program data management and reporting.

III. Office Management

A. Telephone Coverage

The Office of Research Administrative Assistant responds to incoming phone calls with the following statement: "**College of Nursing, Office of Research.**" To transfer incoming calls, press the transfer button and then dial the required extension number, e.g., 7-XXXX. Inform the call recipient that a call is being transferred, and then press the transfer button a second time. When the call recipient is unavailable, the caller should be asked to leave a message. Direct messages are routed to voice mail.

B. Leave

All leave is to be requested and awarded in accordance with official USC leave policies and procedures. The following guidelines apply to leave requests for Office of Research staff.

B.1 Leave Approval

Scheduled leave approval is contingent upon adequate coverage of office responsibilities. Staff members cannot be absent from the office at the same time,

except for special requests. In addition, leave requests for two weeks prior to major grant deadlines will not be approved. Any time away from the office for more than a one-hour lunch break must be requested in advance and approved by the Associate Dean for Research. Any time away from the office must be covered with vacation or sick leave. All approved leave requests are to be placed on the office electronic calendar by the Administrative Assistant. Following approval, all office staff should be notified via e-mail. Notification information should include the dates away from the office and coverage details.

B.2 Compensation Time

The use of compensation time is discouraged, and will be approved on a case-by-case basis by the Associate Dean for Research. Requests for compensation time are to be submitted in advance of the use of the time. No retrospective requests for compensation time will be approved.

B.3 Vacation Leave

Vacation leave approval must be obtained as far in advance as possible to facilitate office planning. In general, requests for vacation leave of greater than two days should be submitted a minimum of two weeks in advance of the desired leave dates. Staff should first coordinate office coverage with other staff members, and then submit a written leave request to the Associate Dean for Research. The request must include information about office coverage arrangements.

B.4 Sick Leave

The Associate Dean for Research is to be verbally notified when unscheduled sick leave is requested. Requests for scheduled sick leave are to be submitted in writing.

B.5 University Class Enrollment

Office staff may enroll in university classes for credit during office hours. Advance approval for enrollment must be obtained from the Associate Dean for Research. A written request must be submitted that documents how the time away from the office will be made up, as well as how office responsibilities will be covered during the time away from the office. For example, if a staff member is away from the office from 1:00 pm - 3:00 pm, two hours of leave must be taken, or the staff member must work two additional hours each class day to make up the time. A maximum of one course per semester per staff member will be approved. Only one staff member may be away from the office attending a class at any given point in time.

C. Files (Electronic and Hard Copy)

C.1 Administrative Files

The Administrative Assistant is responsible for organizing, maintaining, and securing all Office of Research administrative files in Room 301. These files include but are not limited to purchasing requests, travel documents, etc.

C.2 Sponsored Award Files

All sponsored award files are secured and managed by the Program Coordinator for Sponsored Awards. Expired and unfunded grant proposals remain on file for a period of three years beyond the grant close-out date. At the end of the three-year period, the proposals are returned to the principal investigator/project director if she or he is still with the CON. Otherwise, all proposal documents are shredded, and electronic files deleted.

C.3 Evaluation Program Data Files

The Director of the CON Statistics Laboratory is responsible for securing hard and electronic CON evaluation data in accordance with university privacy and confidentiality regulations. Hard copy evaluation program files are secured in the Office of Research evaluation Room 307-B. Electronic files are stored on secured CON password-protected servers.

D. Equipment

General office equipment, e.g., fax machine, printer(s), shredder, and copier are located in Rooms 301, 302, and 307-B. All equipment is restricted to Office of Research use with the exception of the Room 302 network printers and scanner. Other departments may access the copy machine as needed by entering their access code. Any copy work not done by the Office of Research will be charged to the appropriate department's account. Equipment information for use, maintenance, and repair is on file in Room 301.

E. Mail

E.1 Incoming

Incoming mail is collected from the CON second floor mailroom twice daily (morning and afternoon) by the office Administrative Assistant. The Administrative Assistant then distributes the mail to Office of Research staff mailboxes located in Room 301.

E.2 Outgoing

Outgoing mail must be accompanied by the appropriate form. Mailing options include First Class Mail, First Class Presort, International Mail, and United Parcel Service (UPS). All forms can be obtained from the Administrative Assistant in Room 301. All outgoing mail is to be placed in the outgoing mail tray in room 301. It is taken twice daily by the Administrative Assistant to the 2nd floor CON mailroom for mailing.

F. Budget

The Office of Research Administrative Assistant manages the office budget and supply and equipment inventories. All office expenditures are processed by the Administrative Assistant and approved by the Associate Dean for Research.

F.1 Expenditure of Funds

A detailed explanation of purchasing policies and procedures is located on the USC Purchasing website: <http://purchasing.sc.edu>.

F.2 Office Supplies

Office supplies are purchased from the approved USC vendor. Following approval by the Associate Dean for Research orders are sent to the Dean's Office for final approval and submission.

F.3 Consolidated Services

Printer copy paper is purchased from Consolidated Services. Used printer cartridges are given to the Administrative Assistant, who places them in the outgoing mail to be delivered to Consolidated Services for recycling. Information about Consolidated Services can be found at <http://purchasing.sc.edu/cs.shtml>.

F.4 The Office Pal and Dell

All HP printer cartridges are ordered from The Office Pal and Dell cartridges from Dell. Orders will be placed with the office purchasing card.

<http://www.theofficepal.com/>

<http://accessories.us.dell.com/sna/printerconfig.aspx?c=us&l=en&cs=RC964512&~ck=mn>

G. Security

The Office of Research is considered a CON high security area. Rooms 302 and 307-B have special key pads with limited access. Security camera surveillance is maintained for Rooms 301, 302, 303, and 307-B to safeguard and secure data and special equipment. All files located within the research folder of the K-drive are only accessible to those with access rights. Key security for Office of Research areas is coordinated by the Administrative Assistant and staff in the CON Dean's Office.

IV. Room Scheduling

A. Research Conference/Meeting Room (Rm. 302)

Room 302 is available for research-related meetings and must be reserved in advance through the Office of Research Administrative Assistant. The Administrative Assistant will keep all reservations on the electronic calendar. Offices within Room 302 are assigned by the Office of Research. Occupants of these offices will receive a key to their door, desk, and file cabinet as well as the access code for the 302 door keypad. The exterior 302 doors are to be closed after hours for safety. Lights in Room 302 should be turned off when no one is utilizing the room. All food is to be disposed of in the trashcan by the elevators. No food is to be discarded in any office or in the Room 302 trashcans.

B. PhD Student Research Carrels (Rm. 302)

The PhD Student Research Carrels in Room 302 are requested through and assigned by the Office of Research. Upon approval from the Associate Dean for Research, the Office of Research Administrative Assistant will assign carrels and distribute keys to students to their designated carrel. Keys are to be returned to the Administrative

Assistant upon completion of the PhD program or exit from the program. Computers in the carrels are available for the students' use and are networked to the printer in Room 302. Issues with the computers should be directed to staff in the Information Resource Center (IRC, Room 306). Issues with the printer should be directed to the Office of Research Administrative Assistant. Any print jobs left at the printer will be discarded after one week.

C. Research Library (Rm. 303)

The Office of Research Library is equipped with state-of-the-art visual collaboration tools that allow faculty to conduct meetings, exchange ideas and share documents with collaborators at distance. The system offers a wide range of video and data collaboration functions and features, and enables connection to remote sites. To schedule the Research Library, contact the Office of Research Administrative Assistant. Technical support is provided by the CON during normal working hours to assist with functionality and/or connectivity problems.

D. Visiting Scholars Office (Rm. 309)

The primary use of the Visiting Scholars Office is for special CON visitors such as short-term scholars, accreditation visitors, consultants, etc. The use and scheduling of the fully functional office is managed by the Office of Research Assistant.