

Austin Peay State
University

Research and Scholarly Activities

Issued: March 8, 2017

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Office of Research and Sponsored Programs

POLICIES

Policy Statement

All University employees engaged in activities considered research and/or scholarly must adhere to University policies and State and Federal laws.

Purpose

The intent of the policy is to bring awareness and guidance to University employees engaged in activities that are considered research and/or scholarly. When used correctly, this policy should empower University employees in a collection of best practices that maximize efforts and limits unintended consequences that may otherwise place the employee and the University at legal-risk with external agencies.

Contents

Procedures

- General Guidelines and Policies
- External Funding Support Policies

Procedures

APSU employees engaged in activities that are considered research and/or scholarly activities must ~~review~~ abide by the following standards, procedures, and policies in support of the mission of the University.

General Guidelines and Policies

- All research and scholarly activities must abide by an ethical code of conduct that does not unfairly treat or marginalize people based on race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability,

age, status as a protected veteran, genetic information, or any other legally protected class.

- All research and scholarly activities must abide by an ethical code of conduct that does not intentionally mislead the community or misrepresent data or findings. Please review Policy 2:019 Misconduct in Research and Other Creative Activities.
- All research and scholarly activities must abide by an ethical code of conduct that maintains high standards of behavior ~~when~~ working with human subjects. Please review Policy 2:002 Research (Faculty, Staff and/or Student) Involving Human Subjects.
- All research and scholarly activities must abide by an ethical code of conduct that maintains high standards of behavior ~~when~~ working with animals. Please review Policy 2:007 Research Involving Animals.
- All research and scholarly activities that may generate intellectual property, patents, and copyrights must abide by Policy 2:047 Intellectual Property, Patents, and Copyrights.
- All research and scholarly activities that involve the use of surveys ~~should review~~ must abide by Policy 2:062 Survey Administration.

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External Funding Support Policies

University employees awarded funding should review and thoroughly understand the following policies as they pertain to many aspects of the University and these policies tend to have State and Federal legal ramifications.

- University employees seeking external funding should review and thoroughly understand Policy 2:056 Grant Proposal, Application Preparation, and Award.
- University employees having earned an external grant should review and thoroughly understand Policy 2:057 Grants Award/Declination and Policy 2:058 Grants Management: Budgeting, Spending, & Responsibilities.
- University employees required to reporting time and efforts for grant-sponsored activities should review and thoroughly understand Policy 2:061 Time and Effort Reporting for Grant-sponsored Activities.

- [University employees should review and understand approval authority for contracts and agreements. Please review Policy 4:002 Delegation of Authority for Approval of Contracts and Agreements and Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements.](#)

Failure to understand and follow these policies could place the University employee and the University into violation of State and Federal laws.

Revision Dates

APSU Policy 2:055 – Issued: March 8, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file