



GENERAL RESEARCH AND SCHOLARLY ACTIVITY POLICY

Date Approved:

Date Revised:

Category/Policy #:

Responsible Office: Research and Scholarly Activity

I. Purpose and Scope: Rocky Vista University is committed to producing high quality research and scholarly works of all kinds, including basic, clinical, osteopathic principles and practice, translational, and educational, to achieve new heights in medical education and be a thought leader in healthcare research. As such, the institution supports research and scholarly activities both financially and with support services available through the Department of Research and Scholarly Activity. The purpose of this policy is to outline the procedures that should be followed when doing research or scholarly activity as a RVU faculty, staff, or student.

II. Policy Statement: In addition to other research applicable policies (as outlined in related policies), RVU faculty, staff, and students shall follow all procedures outlined by the Department of Research and Scholarly Activity in order to produce quality research and scholarly works.

III. Procedures: In order to (1) Assist investigators in the process of starting and performing research and scholarly work at RVU; (2) Maintain the RVU standards of excellence and Integrity; and (3) Enhance RVU's reputation as a thought leader in medical education and healthcare research, investigators agree to follow, in addition to specific approved policies applicable to research, procedures outlined by the Department of Research and Scholarly Activity as found in dynamic policy, which include, but are not limited to, the topics listed below:

- Authorship
- Confidentiality Disclosure Agreement (CDA)
- Data Security and Storage
- External Mentorship
- Getting involved in research
- Grant and contract submission
- Internal Grant Awards (including both the intramural grant program and the presidential seed grant)
- Laboratory Safety
- Memorandum of Understanding (MOU) to work with an outside entity
- Research and Statistical Consultation
- Research Rotation Requests
- Student research authorization
- Student research travel funding
- Survey based research



IV. Additional Information:

For the purposes of this policy, the following definitions will be applied. **DEFINITIONS:** Research is defined as a systematic investigation into a topic or material in order to establish facts and reach a conclusion. **Scholarly activity** is defined as creative works that are, either formally or informally, externally peer-reviewed and publically disseminated.

Related Policies: Intellectual Property, Material Transfer, Intramural Grant, IRB

*Nothing in this Policy limits the authority of the university to issue, amend, or withdraw a policy.

V. Send Policy To:

Compliance Department, (720) 874-2481; ldement@rvu.edu

(Below for Compliance Office Use Only)

Legal Review Required? Yes No

Date Reviewed: Click or tap here to enter text.

Name of Reviewer: Click or tap here to enter text.



Please fill out this form on iNet to report a new publication to the Office of Research or request funding for a publication.

Author/Presenter Last Name: Click or tap here to enter text.

Author/Presenter First Name: Click or tap here to enter text.

Author/Presenter Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Are you the first author? Yes No

Are you the last author? Yes No

List of all authors/presenters and their affiliations: Click or tap here to enter text.

Project's Principal Investigator and/or RVU Faculty Mentor/sponsor/adviser:Click or tap here to enter text.

Degree Program (Students Only):

DO

PA

MSBS

Anticipated graduation year (Student): Click or tap here to enter text.

Primary Department/Program Affiliation (Faculty Only): Click or tap here to enter text.

Journal/Conference/Meeting Title: Click or tap here to enter text.

Have you validated that the selected journal is not listed on the predatory journal list (the library can help you with this)? Yes No

What is the journal's impact factor? Click or tap here to enter text.

Anticipated date of the publication/Presentation:Click or tap to enter a date.

Will the publication be open access? Yes No

If yes, please provide the link; Click or tap here to enter text.



Will your presentation be recorded and sharable? Yes No

If yes, please provide a link: [Click or tap here to enter text.](#)

Are you requesting funds to support publication/presentation? Yes No

If yes, how much?: [Click or tap here to enter text.](#)

Please attest that the following documents are on file:

- Research Authorization form (students only): Yes No
- Conflict of Interest Declaration: Yes No
- Documentation of all institutionally mandated training (e.g., CITI training): Yes No
- Authorization to use institutional data (if necessary): Yes Not Necessary
- Approved IRB or Reliance Agreement: Yes- Approved number _____ Not Necessary