



**University of Pittsburgh
University Centers and Research Institutes Policy Committee**

I. Preamble

This body is called the University Centers and Research Institutes Policy Committee (“Committee”). It is authorized by the Chancellor and will serve at the Chancellor’s discretion. The Chancellor has authorized the Senior Vice Chancellor for Research (“SVC-R”), the Provost and Senior Vice Chancellor (“SVC-P”), and the Senior Vice Chancellor for the Health Sciences (“SVC-HS”) to jointly direct the operations of the Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with University Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of revising University Policy AO 16, Establishment of University Centers, Institutes, Bureaus, Laboratories, and Clinics, and its supporting documents (e.g., procedures and standards). Policy AO 16 regulates the establishment and approval of all centers, institutes, bureaus, laboratories, and clinics at the University of Pittsburgh and University affiliated organizations.

III. Background

Policy AO 16 regulates the establishment and approval of all centers, institutes, bureaus, laboratories, and clinics at the University of Pittsburgh and University affiliated organizations. They may be single or multi-disciplinary in scope, and generally involved in some combination of education, research, or service activities, including patient care in the Health Sciences. This Policy was last reviewed in October 1987.

Since this Policy was last reviewed, the University has updated many of its administrative processes and structure, including creating the Senior Vice Chancellor for Research offices. Because multiple administrative processes and positions have changed over the last three decades, the Policy is no longer in line with the variety of University-wide programs and projects we see today. It also does not account for the existence of University-level strategic priorities as articulated in the University strategic plan, which did not exist when the Policy was last reviewed. It also no longer reflects current funding models or references the nomenclature for

centers and institutes. Additionally, since this Policy was last reviewed, the Policy does not accurately reflect the separate legal statuses of UPMC and the University.

IV. Scope and Authority

The Committee will recommend a revised University Policy AO 16, and any necessary documents to support its implementation (e.g., procedures, guidelines). In doing so, the Committee must address the following topics in drafting the revised Policy:

- **Definitions.** Review the current Policy and determine how to define and establish “University Centers” and “Research Institutes,” including those which may fall outside the scope of a revised Policy AO 16, such as those facilities that exclusively provide “patient care” under UPMC’s purview.
- **Reporting structure.** Consider the appropriate reporting structure(s) for University Centers and Research Institutes.
- **Funding models.** Consider the current funding models for University Centers and Research Institutes and recommend any necessary changes.
- **Indirect Cost Returns.** Consider and establish processes for how to allocate indirect cost returns.
- **Outside collaborations.** Consider how collaborations with other institutions of higher education or organizations would be handled, whether through a memorandum of understanding or otherwise.
- **Reports, charters, renewals, and non-renewals.** Consider specifications for charters and a regular report cycle that would allow renewal or non-renewal of the University Center or Research Institute’s charter.
- **Listing of University Centers and Research Institutes.** Establish a central repository (i.e., listing) of all University Centers and Research Institutes to be maintained by a central office.

V. Responsibilities

As provided above, the Committee is created to propose a revised University Policy on University Centers and Research Institutes. To perform this function, the Committee has the responsibility to:

- Review the existing Policy AO 16 to identify practices that should be retained and areas for revision.
- Research and discuss best practices for similar policies implemented by peer universities.

- Discuss proposals with interested stakeholders in the University community, in a manner consistent with this Charter and as authorized by the Committee.
- Consider and address institutional needs necessary for the sustainability of University Centers and Research Institutes.
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Develop any supporting documents needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee, at the direction of the SVC-R, the SVC-P, and the SVC-HS, will be co-chaired by **Mike Holland**, Vice Chancellor for Science Policy and Research Strategies, **Steve Wisniewski**, Vice Provost for Budget and Analytics, and **Bill Madden**, Vice Chancellor for Finances and Resources for Health Sciences and Vice Dean for Administration for the School of Medicine. The Committee will include the following members:

1. **Melissa Bilec**, Special Assistant to the Provost for Sustainability; Co-Director, Mascaro Center for Sustainable Innovation; Professor, Department of Civil and Environmental Engineering
2. **Rory Cooper**, Founding Director of HERL; Distinguished Professor, FISA/Paralyzed Veterans of America, SHRS; Assistant Vice Chancellor for Research for STEM-Health Sciences Collaboration
3. **Tom Crawford**, Vice Chancellor for Corporate & Foundation Relations
4. **Mike Gaber**, Associate Dean for Finance, School of Medicine
5. **Avantika Gupta**, PhD candidate, Pharmaceutical Sciences; GPSG student representative
6. **Dawn McCormick**, Teaching Professor, Department of Linguistics; Senate Educational Policies Committee representative
7. **Mike Moran**, Director of Cost Accounting
8. **Penelope Morel**, Professor, School of Medicine; Secretary, University Senate
9. **Charles Perfetti**, Director, Senior Scientist, Learning Research and Development Center; Distinguished University Professor, Department of Psychology; Co-Director, Pittsburgh Science of Learning Center
10. **Rebecca Roadman**, Chief of Staff, Business & Operations
11. **Melanie Scott**, Vice Chair for Research; Associate Professor of Surgery; Director of Graduate Education for Surgery Research; Co-Chair, Senate Research Committee

12. **Chandan Sen**, Professor of Surgery; Associate Vice Chancellor for Life Sciences Innovation and Commercialization; Co-Director of the McGowan Institute for Regenerative Medicine; Chief Scientific Officer of UPMC Wound Healing Services

Brittany Conner, Policy Specialist, will facilitate and support the Committee on behalf of the Office of Policy Development and Management.

Jennifer Seng and **Andrew Eisman** will support the Committee on behalf of the Office of University Counsel.

Holly Hauck, Chief of Staff – Office of the SVC-R, will support the Committee on behalf of the Office of the SVC-R.

VII. Operations

The Committee will meet monthly, or more frequently as circumstances dictate, until the work set forth above is complete.

The Committee’s proposed Policy on University Centers and Research Institutes will be submitted to the SVC-R, SVC-P, and SVC-HS no later than Fall 2023. The SVCs may ask for interim status reports.

After the SVCs’ review is complete, the proposed Policy will be submitted to the Office of Policy Development and Management (“Policy Office”) to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee’s recommended Policy is as follows:

- University comment period;
- Council of Deans;
- University Senate’s Educational Policies Committee; University Senate’s Research Committee
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs University Centers and Research Institutes unless otherwise directed by the Chancellor.