



Universidad de Puerto Rico
COLEGIO UNIVERSITARIO DE CAYEY
Cayey, Puerto Rico 00736

Senado Académico
Secretaría

Telef. (787) 738-2161
Exts. 2158, 2417, 2418

1997-98
Certificación número 88

Yo, Sylvia Tubéns Castillo, Secretaria Ejecutiva Interina del Senado Académico del Colegio Universitario de Cayey, CERTIFICO:

Que el Senado Académico, en su reunión ordinaria del viernes 27 de marzo de 1998, tuvo ante su consideración una comunicación de la Sra. Gladys Ramos, Coordinadora de Recursos Externos, sobre la necesidad de constituir o reactivar el Comité Institucional de *Research Misconduct* y de designar un oficial, el *Misconduct Policy Officer*, en atención a la política administrativa de *Misconduct in Science*, aprobada el 12 de mayo de 1997, por el pasado Rector, Prof. José L. Monserrate.

Luego de la exposición de rigor, el Senado aprobó por unanimidad el siguiente

ACUERDO:

Solicitar a la Decana de Asuntos Académicos que ofrezca un informe escrito sobre este asunto, en términos de qué se ha hecho hasta el momento en cuanto a la implantación de esta política, para que en la próxima reunión ordinaria el Senado pueda recomendar las personas que corresponda.

La comunicación antes mencionada formará parte integrante de la presente Certificación.

Y, PARA QUE ASI CONSTE, expido la presente Certificación en Cayey, Puerto Rico, el día treinta de marzo de mil novecientos noventa y ocho.

Sylvia Tubéns Castillo
Sylvia Tubéns Castillo
Secretaria Ejecutiva Interina

Vo. Bo.

Rafael Rivera Lehman
Rafael Rivera Lehman
Rector y Presidente Interino
Senado Académico





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Cayey, Puerto Rico 00736

Oficina de Recursos Externos

93 FEB 20 AM 9:19
Teléf. (787) 738-2161; Exts. 2123, 2296, 2297
RECIBIDO
C.U.C.
OFICINA DE RECURSOS EXTERNOS

19 de febrero de 1998

Lcdo. Rafael Rivera Lehman
Rector Interino
Colegio Universitario de Cayey

P/C *Wanda Yordan*
Sra. Wanda Yordán
Directora de Planificación

Estimado señor Rector:

Desde el semestre pasado inicié las gestiones de trámite para que el Colegio Universitario de Cayey tuviera una política administrativa de *Misconduct in Science* que el Prof. José L. Monserrate firmó el 12 de mayo de 1997.

En ese momento, le indiqué al Prof. Monserrate la importancia de constituir o reactivar el Comité Institucional de *Research Misconduct*. (Ver p. 1, II - Sección a). Conjuntamente es necesario designar un oficial *Misconduct Policy Officer*. (Ver p. 2 - Sección III).

Entiendo que este asunto amerita atención inmediata, ya que tenemos en el Colegio propuestas que responden a dicha política.

Agradeceré sus gestiones para el cumplimiento de esta política y se tome la acción correspondiente.

Cordialmente,

Gladys Ramos
Prof. Gladys Ramos
Coordinadora de Recursos Externos

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C Dra. Carmen L. Quiroga
Decana de Asuntos Académicos

1967-1997
COLEGIO UNIVERSITARIO DE CAYEY / UFR
TREINTA AÑOS DE EXCELENCIA ACADÉMICA

UNIVERSITY OF PUERTO RICO
CAYEY UNIVERSITY COLLEGE
PLANNING AND DEVELOPMENT OFFICE
CAYEY, PUERTO RICO

ADMINISTRATIVE PROCEDURE FOR THE UNIVERSITY OF PUERTO RICO AT CAYEY

The Cayey University College (CUC), an autonomous unit of the University of Puerto Rico (UPR), has adopted the following administrative procedures for the handling of investigations and reporting the findings of Misconduct in Science to the Office of Research Integrity (ORI) of the Public Health Service, as well as its internal procedure to establish disciplinary action:

- I. Submitting a grant or cooperative agreement to PHS
 - a. Before a grant or cooperative agreement is submitted to PHS, the project director or principal investigator must submit his/her project to the External Resources Office for revision, following the guidelines issued for the processing of external funds project or grants.
 - b. The External Resources Director will instruct the project director on the compliance terms and regulations established through these administrative procedures, as adopted from the UPR system's policies, and by the Public Health Service, particularly including those on Misconduct in Science.
 - c. The prospective Project Investigator or Director will sign the Internal Transmittal Form used in CUC to obtain approval for the submittance of his/her proposal to a federal agency. The form has been amended to include his/her signature certifying the he/she has been instructed in the compliance of existing regulations.

- II. Appointment of an Institutional Committee on Research Misconduct
 - a. The Chancellor will appoint three tenured faculty members for a two year term. Initially, one of the three members will carry a three year assignment, in order to assure continuity in the group. Every time that new members are to be appointed, the Chancellor will solicit from the Academic Board to suggest him names of tenured faculty, and he will select the new committee members from the list provided to him.

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- b. The Institutional Committee on Research Misconduct will meet each semester during the second week of each February and September. The Dean of Academic Affairs will be responsible for calling the meeting. During each meeting, the Committee will discuss any changes in the PHS Misconduct in Science procedures, as well as any other matter that may be introduced in the procedures in order to revise or update this internal policy, or that may affect the scientific research capabilities of scientists undergoing research in campus financed under PHS approved grants.
- c. The Institutional Committee on Research Misconduct will be activated for permanent action whenever any report of misconduct is received, and it will be in charge of conducting the initial inquiry and of overseeing the investigation process, as established in the Systemwide Policy and Procedures. Where conflict of interest occurs, that a member of the Committee might be related to a person or a situation of misconduct, that member is morally obliged to solicit a withdrawal from the case, and in his/her place, the Chancellor should appoint an alternate member while the investigation takes its place, following the appointment procedures adopted in this policy.

III. Appointment of a Misconduct Policy Officer

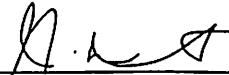
A Misconduct Policy Officer is to be appointed by the Chancellor to carry on the responsibilities assigned by the Systemwide Policy and Procedures for Handling and Reporting Allegations and Instances of Misconduct in Research at the University of Puerto Rico. That person should have ample juristic knowledge as to advise the Committee in investigative and legal procedures. The Misconduct Policy Officer should be a faculty or staff member, appointed by recommendation from the Academic Board, for an initial period of 2 years, with the option of extending the appointment to five years after going evaluated by the Chancellor. Appointments can be made on multiples of five years, and can be renewed after due evaluations at the end five year period. — *

IV. Examination Board

According to the "Systemwide Policy and Procedures...", an Examination Board will be appointed whenever the results of the first investigation in an inquiry call for a formal investigation. The Chancellor will then

activate the Examination Board through the appointment of three faculty members recommended by the Academic Board; two renowned researchers upon consultation with private Schools of Medicine in the Island, with the Association of Presidents of Private Universities of Puerto Rico and any other association or private institution that he may consider a good source for names of scientists; and a legal representative from the legal staff of the Office of the President of the Central Administration of the University of Puerto Rico. Each Examination Board will be independent from previous cases and will be dissolved after concluding or arriving to a resolution of an investigation, as per the Systemwide Policy and Procedures. *

- IV. This administrative procedure will take effect upon the date signed by the the Chancellor of the Cayey University College. All the steps and procedures of Allegations of Misconduct will be resolved following the established Systemwide Policy and Procedures for Handling and Reporting Allegations and Instances of Misconduct in Research at the University of Puerto Rico. This administrative procedure will be revised only if the Systemwide Policy and Prodedures is amended or alters any of the Administrative practices herein contained.



Prof. José L. Monserrate Vilá
Chancellor

5/12/87
Date