

Policy Change Log - April 2022

Minor Edits

Minor edits include reformatting text, correcting typos, and updating links and contact information.

Title
1226 - University of North Carolina at Chapel Hill Policy on Purchase Authorization
1227 - University of North Carolina at Chapel Hill Policy on Unauthorized Purchases
1228 - University of North Carolina at Chapel Hill Policy on Purchased Goods as Property of the State
1229 - University of North Carolina at Chapel Hill Policy on Responsibility for University-Purchased Goods, Services, and Equipment
1231 - University of North Carolina at Chapel Hill Policy on Solicitation of Quotations, Bids, and Proposals
1232 - University of North Carolina at Chapel Hill Policy on Sole Source or Brand-Specific Purchases
1232.1 - University of North Carolina at Chapel Hill Procedure on Justifying Sole Source or Brand-Specific Purchases
1240 - University of North Carolina at Chapel Hill Policy on Emergency or Pressing Need Purchases
1242 - University of North Carolina at Chapel Hill Policy on Delayed Receiving/Payment for Special Acceptance Consideration
1251 - University of North Carolina at Chapel Hill Small Order Policy
1254 - University of North Carolina at Chapel Hill Policy on Small Order Purchase via Business-to-Business Strategic Partner Agreements
1276 - University of North Carolina at Chapel Hill Policy on Office, Lounge, and Institutional Furniture
1279 - University of North Carolina at Chapel Hill Policy on Used Equipment
503 - University of North Carolina at Chapel Hill Policy on Accounts Receivable
603 - Equipment Inventory and Reporting Policy
Adams School of Dentistry: Choose Your Own Device Policy
Adams School of Dentistry: Infection Control Manual
Adams School of Dentistry: Language Access Standard
Adams School of Dentistry: Policy and Procedure on Public Information Displays
Adams School of Dentistry: Policy for Management of Medical Emergencies
Adams School of Dentistry: Policy on Evaluating DDS Student Performance
Adams School of Dentistry: Policy on Office Assignments
Adams School of Dentistry: Policy on Parking Validation
Adams School of Dentistry: Policy on Personally-Owned Smartphones
Adams School of Dentistry: Policy on Photography of Patients
Adams School of Dentistry: Policy on Student Due Process
Adams School of Dentistry: Policy on the Use of Social Media
Adams School of Dentistry: Procedure for Asset Management
Adams School of Dentistry: Procedure for Policy Management
Adams School of Dentistry: Procedure for Signing Contracts
Adams School of Dentistry: Procedure for Vendor Day Activities
Adams School of Dentistry: Standard Regarding Use of Ionizing Radiation

Policy Change Log - April 2022

Title
Adams School of Dentistry: University-Owned Device Policy
Adams School of Dentistry: Vendor Relations Policy
Anesthetized Procedure Standards for Rats and Mice (Non-Survival and Survival Procedures)
Community Service Leave
COVID-19 Community Standards
Employment Policies for EHRA Non-Faculty Instructional, Research and Public Service Staff, and Tier II Senior Academic and Administrative Officers
Incident Management Policy
Incident Management Procedure
Industrial Maintenance and Construction/Support Services Safety Manual - Lockout/Tagout Policy
Industrial Maintenance and Construction/Support Services Safety Manual - Lockout/Tagout Program: The Control of Hazardous Energy
Information Classification Standard
Information Security Controls Standard
Information Security Liaison Standard
Information Security Policy
Information Technology Acceptable Use Policy
Information Technology Vendor Management Standard
Laboratory Safety Manual - Chapter 00: Introduction
Office of Human Research Ethics SOP 0101: UNC-Chapel Hill Human Research Protections Program
Office of Human Research Ethics SOP 0201: Quality Assurance
Office of Human Research Ethics SOP 0301: Education & Training
Office of Human Research Ethics SOP 0401: Institutional Review Board
Office of Human Research Ethics SOP 0501: Human Subject Research Determination
Office of Human Research Ethics SOP 0601: Exempt Studies
Office of Human Research Ethics SOP 0701: IRB Review Process
Office of Human Research Ethics SOP 0801: Institution, Investigator, or Sponsor-Initiated Holds
Office of Human Research Ethics SOP 0901: Multicenter Research and Reliance Process
Office of Human Research Ethics SOP 1001: Documentation of Records
Office of Human Research Ethics SOP 1101: Obtaining Informed Consent from Research Subjects
Office of Human Research Ethics SOP 1201: Vulnerable Subjects in Research
Office of Human Research Ethics SOP 1301: FDA-Regulated Research
Office of Human Research Ethics SOP 1401: Promptly Reportable Information
Office of Human Research Ethics SOP 1402: Management of New Safety Information
Office of Human Research Ethics SOP 1403: Questions, Concerns, or Complaints from Research Participants or Third Parties
Office of Human Research Ethics SOP 1501: Investigator Responsibilities
Office of Human Research Ethics SOP 1601: Sponsored Research
Office of Human Research Ethics SOP 1701: Participant Outreach
Office of Human Research Ethics SOP 1801: Health Insurance Portability and Accountability Act (HIPAA)

Policy Change Log - April 2022

Title
Office of Human Research Ethics SOP 1901: Information Security
Office of Human Research Ethics SOP 2101: Individual Conflict of Interest in Research
Office of Human Research Ethics SOP 2102: IRB Member and Consultant Conflict of Interest
Office of Human Research Ethics SOP 2201: Research Subject to the U.S. Environmental Protection Agency Regulations
Office of Human Research Ethics SOP 2301: Research Subject to US Department of Education Regulations
Office of Human Research Ethics SOP 2401: Research Subject to US Department of Energy Regulations
Office of Human Research Ethics SOP 2501: Case Reports Requiring IRB Review
Office of Human Research Ethics SOP 2601: Certificate of Confidentiality
Office of Human Research Ethics SOP 2701: Community Partnerships in Research
Office of Human Research Ethics SOP 2801: Data or Biological Sample Repositories
Office of Human Research Ethics SOP 2901: Family History Research
Office of Human Research Ethics SOP 3001: Genetic and Stem Cell Research
Office of Human Research Ethics SOP 3101: Research in Educational Settings
Office of Human Research Ethics SOP 3201: Internet Research
Office of Human Research Ethics SOP 3301: Mandatory Reporting
Office of Human Research Ethics SOP 3401: Multi-Site Studies Where UNC-Chapel Hill is the Lead Site or Coordinating Center
Office of Human Research Ethics SOP 3501: Oral History
Office of Human Research Ethics SOP 3601: Pilot Studies
Office of Human Research Ethics SOP 3701: Qualitative Research
Office of Human Research Ethics SOP 3801: Research Involving Coded Private Information or Biological Specimens
Office of Human Research Ethics SOP 3901: Research Involving Deception or Withholding of Information
Office of Human Research Ethics SOP 4001: Research Involving Potentially Addictive Substances
Office of Human Research Ethics SOP 4101: Research Involving Radiation
Office of Human Research Ethics SOP 4201: Research Using Existing Data and Materials
Office of Human Research Ethics SOP 4301: Review Involving Data from Voice, Video, Digital or Image Recordings
Office of Human Research Ethics SOP 4401: Survey Research
Office of Human Research Ethics SOP 4501: The UNC-Chapel Hill Students and Employees as Research Subjects
Office of Human Research Ethics SOP 4502: Self and Family Member Experimentation
Office of Human Research Ethics SOP 4601: Trainee or Student Projects Involving Human Subjects Research
Office of Human Research Ethics SOP 4701: Transnational Research
Office of Human Research Ethics SOP 4801: Pregnancy Testing Requirements
Office of Human Research Ethics SOP 4901: Management of Incidental Findings in Research Imaging
Office of Sponsored Research - 100.01 - Introduction
Office of Sponsored Research - 100.02 - Operating Standard Guide

Policy Change Log - April 2022

Title
Office of Sponsored Research - 200.01 - Office of Sponsored Research Responsibilities
Office of Sponsored Research - 200.02 - Signature Authority
Office of Sponsored Research - 200.03 - Principal Investigator Eligibility
Office of Sponsored Research - 200.03, Procedure 1 - Preparing a Waiver Request for Principal Investigator Eligibility
Office of Sponsored Research - 200.04 - Principal Investigator Responsibilities
Office of Sponsored Research - 200.05 - Departmental Administrator Responsibilities
Office of Sponsored Research - 200.06 - Responsibilities of Deans, Directors, & Department Heads
Office of Sponsored Research - 200.07 - RAMSeS (Research Administration Management System & eSubmission)
Office of Sponsored Research - 200.07, Procedure 1 - Obtaining Administrative Roles in RAMSeS
Office of Sponsored Research - 300.01 - Shared Responsibilities for Proposal Review & Institutional Approval
Office of Sponsored Research - 300.02 - Master Agreements & Task Orders
Office of Sponsored Research - 300.03 - Deadlines for Proposal Submission to University Offices
Office of Sponsored Research - 300.03, Procedure 1 - Using RAMSeS for Proposal Submission
Office of Sponsored Research - 300.04 - Pre-Submission Compliance Requirements
Office of Sponsored Research - 300.05 - Proposal Budget Requirements
Office of Sponsored Research - 300.06 - Direct Costs
Office of Sponsored Research - 300.07 - Direct Costs, Personnel
Office of Sponsored Research - 300.07, Procedure 1 - Estimating Salary
Office of Sponsored Research - 300.07, Procedure 2 - Working with Salary Caps
Office of Sponsored Research - 300.07, Procedure 3 - Estimating Fringe Benefits
Office of Sponsored Research - 300.07, Procedure 4 - Estimating Health Insurance
Office of Sponsored Research - 300.07, Procedure 5 - Estimating Fully Loaded Labor Hours
Office of Sponsored Research - 300.08 - Direct Costs, Non-Personnel
Office of Sponsored Research - 300.09 - Indirect Costs
Office of Sponsored Research - 300.10 - Just-in-Time Submission Requirements
Office of Sponsored Research - 300.10, Procedure 1 - Completing JIT Requirements for NIH Proposals
Office of Sponsored Research - 400.01 - OSR Award Management Responsibilities
Office of Sponsored Research - 400.02 - Communications with Sponsors
Office of Sponsored Research - 400.03 - Principle Investigator & Departmental Administrator Responsibilities at Project Setup
Office of Sponsored Research - 400.03, Procedure 1 - Establishing Departmental Post-Award Monitoring
Office of Sponsored Research - 400.04 - Award Notification and Acceptance
Office of Sponsored Research - 400.05 - Establishment of Project IDs for Sponsored Projects
Office of Sponsored Research - 400.06 - Pre-Award Spending

Policy Change Log - April 2022

Title
Office of Sponsored Research - 400.06, Procedure 1 - Submitting a Financial Guarantee Request
Office of Sponsored Research - 500.01 - Federal and University Award Management Guides
Office of Sponsored Research - 500.02 - Departmental Award Management Responsibilities
Office of Sponsored Research - 500.03 - Prior Approval Requests
Office of Sponsored Research - 500.04 - Pre-Audit Approval of Transactions
Office of Sponsored Research - 500.05 - Personnel Expenditures
Office of Sponsored Research - 500.06 - Institutional Base Salary for Sponsored Projects
Office of Sponsored Research - 500.07 - Cost Sharing
Office of Sponsored Research - 500.08 - Capitalized Equipment
Office of Sponsored Research - 500.09 - Transfer or Sale of Capitalized Equipment
Office of Sponsored Research - 500.10 - Travel
Office of Sponsored Research - 500.11 - Outgoing Subrecipient Agreements
Office of Sponsored Research - 500.12 - Consultants
Office of Sponsored Research - 500.13 - Tuition Remission on Sponsored Projects
Office of Sponsored Research - 500.14 - Cash Advances
Office of Sponsored Research - 500.14, Procedure 1 - Cash Advance Requests & Reconciliations
Office of Sponsored Research - 500.15 - Additional Non-Personnel Expenditures
Office of Sponsored Research - 500.16 - Cost Accounting Standards Exemptions
Office of Sponsored Research - 500.17 - PrePaid Cards
Office of Sponsored Research - 500.17, Procedure 1 - PrePaid Card Request & Reconciliation
Office of Sponsored Research - 500.18 - Changes to Award Terms and Conditions
Office of Sponsored Research - 500.19 - Budget Revisions
Office of Sponsored Research - 500.20 - Cost Transfers
Office of Sponsored Research - 500.20, Procedure 1 - Creating Justification for Cost Transfers
Office of Sponsored Research - 500.21 - Carryover of Unobligated Balances
Office of Sponsored Research - 500.22 - Unallowable Expenditures and Overdrafts
Office of Sponsored Research - 500.22, Procedure 1 - Unallowable Expenditures and Overdrafts
Office of Sponsored Research - 600.01 - Reporting Overview
Office of Sponsored Research - 600.02 - OSR Financial Reporting
Office of Sponsored Research - 600.03 - Principle Investigators and Departmental Administrators Financial Reporting Responsibilities
Office of Sponsored Research - 600.04 - Sponsored Project Expenditures Accounting
Office of Sponsored Research - 600.05 - Effort Reporting
Office of Sponsored Research - 700.01 - Overview of Project Closeout Responsibilities
Office of Sponsored Research - 700.02 - Project Closeout
Office of Sponsored Research - 700.04 - Residual Fund Balance
Office of Sponsored Research - 700.04, Procedure 1 - Requesting a Residual Balance Transfer
Office of Sponsored Research - 800.01 - Audits and Reports

Policy Change Log - April 2022

Title
Office of Sponsored Research - 900.01 - Research Service Centers
Office of Sponsored Research - 900.01, Procedure 1 - Research Service Centers
Passwords, Pass-phrases, and Other Authentication Methods Standard
Payment Card Industry Data Security Standards (PCI DSS) Incident Response Plan
Policy on Export Controls
Policy on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking
Policy on Research Code of Conduct
Policy on the Care and Use of Vertebrate Animals for Research, Training, and Teaching Purposes
Policy on Use of University Resources in Support of Entrepreneurial Activities
Postdoctoral Scholar Policy
Privacy of Electronic Information Policy
School of Nursing: Appointment, Promotion, and Reappointment Committee (APR) Policies And Procedures
Signing University Contracts Policy
Standard for Administered Agents
Standard for Amendments and Other Protocol Changes
Standard for Anesthetic Vaporizers
Standard for Rodent Blood Withdrawal and Tail Biopsy
Standard on Acclimation Period for Received Animal Transfer/Shipments
Standard on Adoption of Companion Animals
Standard on Animal Monitoring and Record Keeping
Standard on Animal Procedural Space Exception (APSE)
Standard on Animal Transport and Biosecurity
Standard on Assignment of Animals Into Pain Categories
Standard on Disposal of Rodent Carcasses
Standard on Documentation of "Monthly Principal Investigator (PI) Check Sheet"
Standard on Environmental Enrichment for Research Animals
Standard on Exceptions
Standard on Exercise and Socialization
Standard on Food and/or Water Restriction and/or Deprivation
Standard on Humane Endpoints in Rodents
Standard on Inhalational Anesthesia/Euthanasia (Drop Method)
Standard on Monitoring Animals on Neuromuscular Blocking Agents (NMB)
Standard on Mouse Cage Density
Standard on Pain Identification and Post-Operative Analgesia
Standard on Preparation, Storage, and Use of Tribromoethanol (Avertin)
Standard on Rat and Mouse Euthanasia
Standard on Rat Cage Density
Standard on Reporting and Veterinary Care for Research Animals
Standard on Research Code of Conduct
Standard on Rodent Identification
Standard on Rodent Survival Surgery
Standard on Satellite Animal Facilities

Policy Change Log - April 2022

Title
Standard on Survival Surgeries for USDA-Covered Species
Standard on Survival Surgery in Amphibian Oocyte Harvest
Standard on Tumor Production and Cancer Research In Mice and Rats
Standard on Use of Adjuvants for Antibody Production
Standard on Use of University Resources in Support of Entrepreneurial Activities
Standard on Weight Loss in Research Animals
Standard Operating Procedure for Ethidium Bromide
Summer School Procedures Manual Chapter 00: Table of Contents
Summer School Procedures Manual Chapter 01: Introduction
Summer School Procedures Manual Chapter 02: The Program
Summer School Procedures Manual Chapter 03: Summer Calendar
Summer School Procedures Manual Chapter 04: Planning Calendar
Summer School Procedures Manual Chapter 05: Planning Course Offerings
Summer School Procedures Manual Chapter 06: Preparing Course Information for Publication
Summer School Procedures Manual Chapter 07: Summer School Administrators
Summer School Procedures Manual Chapter 08: Faculty
Summer School Procedures Manual Chapter 09: Teaching and Graduate Assistants
Summer School Procedures Manual Chapter 10: Non-Personnel Budget Funds
Summer School Procedures Manual Chapter 11: Student Academic Information
Summer School Procedures Manual Chapter 12: Marketing Your Summer Courses
Summer School Procedures Manual Chapter 13: Forms
Temporary Outdoor Signage Request Form
Transmission of Sensitive Information Standard
University of North Carolina at Chapel Hill Policy and Procedures on Responding to Allegations of Research Misconduct
University of North Carolina at Chapel Hill Policy on Use of Human Embryonic Stem Cells in Research