The Vice Chancellor for Research and Graduate Education (VCRGE) Policy on Policies applies to all foundational VCRGE policies that outline areas of oversight for a committee or is a standalone policy in a given area. Outlined below is the companion policy process guidance.

University-wide policies under the purview of the OVCRGE will be posted in the University Policy Library. University-wide policies should also be formatted according to the policy template.

AVC Policy and Compliance Responsibilities
The VCRGE has the authority to review and approve new, revised, and decommissioned research-related policies under the purview of the OVCRGE. This may be delegated to the appropriate associate vice chancellor for research and graduate education (AVC). The chart below describes AVC responsible areas as they relate to OVCRGE oversight and should be used by the policy manager to ensure the appropriate AVC is involved in policy related conversation, revisions, and processes.

Associate Vice Chancellor for Research in the Arts and Humanities	Public Access Publication Filing
Associate Vice Chancellor for Research in the Biological Sciences	
Associate Vice Chancellor for the Research in the Physical Sciences	Drones and Autonomous Vehicles Classified Research Grant Contract Exceptions Export Controls
Associate Vice Chancellor for Research Policy and Compliance	Human Subjects Research Research involving Animals Stem Cell Research Occupational Health Research Related Uses of Controlled Substances
Associate Vice Chancellor for Research Policy and Integrity	Conflict of Interest Conflict of Committment IP and Entrepreneurship Data Transfer to Another Institution Responsible Conduct of Research
Associate Vice Chancellor for Research in the Social Sciences	PI status for Grants

Policy Updates
All policies under the authority of the VCRGE are reviewed on a three-year basis. It is the policy manager's responsible to monitor and ensure policies are reviewed in a timely manner and reviewed according the OVCRGE policy schedule. The policy owner will review the policies and may meet with relevant stakeholders to recommend changes for review and approval.

For policies subordinate to or downstream from foundational policies, committees use their own approval mechanisms and approval authority. All non-foundational policies will also be reviewed on a three-year basis

Policy Creation and or Revision Process
A new policy may be drafted or amended by the policy manager in collaboration with the appropriate committee and the responsible AVC. This process should include campus stakeholders and ensure representation of participants, including governance, if applicable. Some policies many need to be expedited and the AVC and manager should determine how to include parties on a shortened time line.

Policy Review and Approval Process
Once the foundational policy is drafted or revised, the AVCs will review the draft and recommend changes. This may include discussion at the AVC meeting.

After review by the AVCs, the proposed document may be disseminated and discussed by the school/college associate deans (ADs) for research and/or other stakeholders. This may involve additional review by a subcommittee.

If conflict exist, these will be resolved by a decision by the VCRGE, after arguments are heard at an AVC meeting.

Once recommended for approval, the vice chancellor for research and graduate education will review the foundational policy. If additional modifications are needed, the policy will be returned to the responsible individual or policy manager.

Once approved, the approval date will be recorded and the policy placed online in the OVCRGE policy portal. For university-wide policies, the manager, in collaboration with the policy library coordinator, will upload it to the university policy library. For non-university wide policies, the policy owner will notify the director of communications and manager of the OVCRGE policy portal.

If regulations do not stipulate authority, the VCRGE is the authority and has the ability to work with the committee chair to resolve policy concerns.

Policies with Governance Authority
Policies under the authority of the OVCRGE that need governance approval shall follow the process outlined above. The VCRGE will review new policies and draft changes and make recommendations to the Senate and Assembly. Once approved by the appropriate governance body, the policy shall be listed in Faculty Policies and Procedures as well as the OVCRGE policy portal.

Questions regarding which policies need governance review should be directed to the assigned AVC for the policy area. The Secretary of the Faculty may also be consulted to determine if

faculty legislation or oversight is required. Policies may also need additional review and comment by the other governance groups. The Secretary of the Academic Staff or Secretary of the University Staff should also be consulted during policy development to understand the role of these governance organizations for the specific policy being created.

Retiring Policies:
The policy manager with approval from the relevant committee, may recommend retiring a policy. The recommendation is sent to the VCRGE for approval. The approval date for retiring will be recorded and the policy owner will work with the Policy Library Coordinator for retiring institutional policies or with the director of communications for OVCRGE policies.

The Office of the Vice Chancellor for Research and Graduate Education follows university wide policy definitions. For more information regarding policy manager, contact, etc, please visit: http://policy.wisc.edu/policydevelopment

Approved by the Office of the Vice Chancellor for Research and Graduate Education on October 23, 2020.