 KANSAS HEALTH SCIENCE UNIVERSITY	Policy Title:	Research Policy			
	Policy Sponsor(s):	Chief Administrative Officer			
	Policy Type	Academic <input checked="" type="checkbox"/>	Non-Academic <input type="checkbox"/>	Page:	1 of 4
	Approval Date:	5/12/2020	Effective Date:	11/12/2024	Revision Date:

1. POLICY STATEMENT

Kansas Health Science University (KHSU)-Kansas College of Osteopathic Medicine (KansasCOM), the “Institution”, is committed to educating the osteopathic physician of the future to provide effective, empathic, and innovative care to optimize the health of patients and their communities. The development of research and scholarly activity skills are a vital component of osteopathic education and the future practice of osteopathic medicine. The Institution’s research focuses efforts on these areas:

- Improving access and patient outcomes to underserved patient populations.
- Evaluating innovative educational models and processes that promote faculty, staff, and students' knowledge and skills in improving patient access and outcomes.
- Adding to the body of knowledge of the practice of osteopathy.
- Translational Science
- Integration and advancement of cutting-edge technology in healthcare education and practice

2. PURPOSE

This policy aims to provide expectations for faculty, staff, and students' participation in research and scholarly activity.

3. INSTITUTIONAL OVERSIGHT

Along with Investigators, the Office of Research will be responsible for coordinating and supporting research activities, securing funding, and ensuring compliance with institutional, state, and federal regulations.

4. APPLICABILITY

KHSU-KansasCOM faculty, staff, and students. Expectations for faculty members conducting research are covered in the faculty job description and applicable workload agreements. Staff members conducting research must receive approval to do so through their immediate supervisor.

All students participating in research activities must be in good academic standing. Students who have any failing course grades are considered out of compliance with this policy. See the Student Handbook and Academic Catalog for more details.

- OMS I and II students may not conduct research outside of the required curriculum until they demonstrate academic proficiency and require approval from the Senior Associate Dean of Student Affairs and the Associate Dean of Pre-Clinical Education.
- OMS III and IV students may not begin research until approval has been granted by the Senior Associate Dean of Student Affairs and the Assistant Dean of Clinical Education.
- Students are encouraged to initiate and engage in research in conjunction with staff or faculty but may not serve as Principal Investigator. Under rare circumstances, a qualified student may be allowed to serve as an Investigator with approval from the Dean/Chief Academic Officer.

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5. DEFINITIONS

KHSU-KansasCOM references the definitions from the [Code of Regulations](#).

6. PROCEDURES

6.1 Research Ethics and Compliance

- All research projects conducted under the auspices of KSHU-KansasCOM, regardless of scope, must be registered with the Office of Research using the Kansas Education and Research Network (KERN) Portal: the Commons www.kansasern.org.
- All research conducted at KHSU-KansasCOM must adhere to ethical standards and applicable regulations, including those established by the Institutional Review Board (IRB).
- Researchers must obtain Institutional Research Board (IRB) approval for studies involving human subjects. Determination of exemption is at the sole discretion of the IRB.
- It is the responsibility of faculty, staff and/or students to obtain necessary approvals, including IRB approval, where applicable, prior to conducting research involving human subjects.


6.2 Data Management and Retention

Researchers must handle and manage research data with utmost care, including proper acquisition, organization, storage, sharing, and retention. Data must be accurately recorded, stored securely, and made available for future reference, replication, verification, or to meet regulatory requirements. If data involves personal health information (PHI), the KHSU-KansasCOM Privacy Sub-committee must review the project prior to any data being collected. The data management and retention should be detailed in the research protocol. Please review the [IRB-Research and Privacy Board Policy](#) available on the [Employee Intranet/Policies & Procedures](#) page for additional information.

- Faculty, staff, and students engaged in research must adhere to the highest ethical standards throughout their research activities.
- Transparency, honesty, and objectivity must be maintained in the collection, analysis, interpretation, and dissemination of research data.
- Faculty, staff, and students are expected to conduct their research in accordance with relevant Institutional policies (see Related Documents), laws, regulations, and professional ethical guidelines.

6.3 Research Integrity

- Researchers must conduct their work with honesty and integrity, avoiding fabrication, falsification, and plagiarism.
- Misconduct will be investigated according to KHSU-KansasCOM's established procedures, and violations may result in disciplinary action.

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- Disclosure: Researchers must disclose any potential or actual conflicts of interest that could compromise the objectivity, integrity, or credibility of the research. Such conflicts may include financial, personal, or professional relationships that could reasonably be perceived as influencing the research process or outcomes. A *Research Conflict of Interest Form* must be completed when submitting the research proposal and can be obtained through the Office of Research.

6.4 Academic Freedom

KHSU-KansasCOM encourages academic freedom and the pursuit of research across various fields, provided that such research aligns with the mission and values of osteopathic medicine. Please review the *Academic Freedom Policy* available on the [Employee Intranet/Policies & Procedures](#) page for additional information.

6.5 Funding and Grants

Researchers are encouraged to seek external funding and grants to support their work. The Office of Research is available to provide technical assistance to investigators. All research funding must be reported to and managed by the Office of Research in compliance with institutional policies.

6.6 Collaboration and Interdisciplinary Research

KHSU-KansasCOM promotes collaboration with other academic institutions, hospitals, and research centers. Interdisciplinary research, especially in osteopathic principles and practices, is encouraged.

6.7 Intellectual Property


The university supports the development of patents, licensing agreements, and the commercialization of research findings. Intellectual property resulting from research conducted at KHSU-KansasCOM is subject to the Institution's *Intellectual Property Policy*. Faculty, staff, and students who develop intellectual property must disclose their findings to the Office of Research.

6.8 Research Dissemination

KHSU-KansasCOM encourages faculty and students to share and disseminate their research findings openly, subject to any contractual or legal obligations while ensuring the protection of confidential or sensitive information.

Faculty, staff, and students are encouraged to publish and present their research findings in peer-reviewed journals, conferences, or other academic platforms. However, they should consider the potential impact on intellectual property rights and any obligations related to confidentiality or nondisclosure agreements.

Authorship should be based on substantial contributions to the research as well as compliance with ethical publishing standards. All authors must agree to be held accountable for the integrity and accuracy of the research. Appropriate acknowledgment should be given to those who made significant contributions without meeting the criteria for authorship.

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All faculty, staff, and students conducting research as part of their association with the Institution are required to promptly and accurately report their research activities and outcomes to the appropriate supervisors, department heads, or research oversight committee as per the established procedures.

6.9 Education and Training

KHSU-KansasCOM will provide appropriate training and education on research ethics and responsible conduct of research to all students, staff, and faculty members involved in research activities.

6.10 Reporting Research Misconduct

Any individual who becomes aware of potential research misconduct must report it promptly to the Office of Research. The Institution will follow the confidentiality and protection policies in place. Please review the [Whistle Blower Protection and Non-Retaliation Policy](#) available on the [Employee Intranet/Policies & Procedures](#) page for additional information.

6.11 Consequences of Non-Compliance

Failure to comply with this policy, existing codes of ethics, or professional conduct may result in disciplinary actions, which may include but are not limited to warnings, probation, suspension, termination, or legal consequences, depending on the severity of the offense. Please review the [Code of Ethics and Professional Conduct Policy](#), [Sanctions for Violation of Code of Conduct Policy](#), [Student Disciplinary Due Process Procedures Policy](#), [Student Disciplinary Due Process Assurances Policy](#), and the [Employee Due Process Policy](#) available on the [Employee Intranet/Policies & Procedures](#) page for additional information.

7. RELATED DOCUMENTS

- Code of Ethics and Professional Conduct Policy
- Employee Conflict of Interest Policy
- Employee Due Process Policy
- IRB-Research and Privacy Board Policy
- Intellectual Property Policy
- Research Conflict of Interest Form
- Sanctions for Violation of Code of Conduct Policy
- Student Disciplinary Due Process Procedures Policy
- Student Disciplinary Due Process Assurances Policy
- Whistleblower Protection and Non-Retaliation Policy
- Student Handbook & Academic Catalog

8. CONTACTS

- Office of Research
- Chief Administrative Officer