**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to establish a committee to review and approve policies and procedures to ensure compliance with Federal, State, local, Office of Human Research Protection (OHRP), General Acceptable Accounting Principles (GAAP), Health Insurance Portability and Accountability Act (HIPAA), NIH Grants Policy Statement guidelines and will be harmonized with requirements with the member Research Base policies and procedures.

Due to the large scope of requirements, outside experts will participate in the review of policies as required.

Policies will be reviewed at least annually. Committee membership will be reviewed annually to ensure required expertise.

**GUIDELINES**

* All policies must be in writing and submitted to the Leadership Council for approval.
* Leadership Council and/or Principal Investigators may establish policies which may be placed in writing.
* All policies shall be developed using the following format:

1. Policy Number
2. Policy Statement
3. Definitions, if applicable
4. Guidelines, if applicable
5. Procedure, if applicable

Committee Membership

* Committee members will be selected from the following:
* Administrator, Quality Assurance Coordinator, Grants Manager, and CCDR Coordinator
* Ad Hoc subject expert, i.e., Regulatory, IT Security

Committee Meetings

The following is a guideline for the committee meetings:

* Three months following grant award reviewing terms and conditions as applicable and revise policies as required.
* Ad hoc meetings will be conducted as guidelines or other directives require policy change.
* Every three years on the following schedule which is updated on each award.

**ASSOCIATED FORMS:**

N/A

**COMMITTEE APPROVAL:**

Policy and Procedure Committee