

2018 New Faculty Orientation:

Research Administration and Integrity at UVM

Presented by

Brian Prindle

Executive Director, Research
Administration and Integrity



The University of Vermont

Research Administration and Integrity



[Brian Prindle, Executive Director](#) | [Research Administration Organizational Chart \(PDF\)](#)

The business of conducting research and scholarship can be complicated. Research Administration is here to help facilitate those complications. We will simplify, assist and get it done leaving our faculty, staff, and students to the business of discovery, innovation, and impact.

RESEARCH PROTECTIONS OFFICE

- Humans
- Animals
- Biosafety
- RPO News

SPONSORED PROJECT ADMINISTRATION

- Proposals and Awards
- Subawards
- Closeouts
- SPA News

RESEARCH INTEGRITY

- FCOI
- Export Controls
- RCR Training
- RI News

IMAGE SOURCE: NASA ON THE COMMONS

[@UVMVERMONT](#)

[@UVMINNOVATIONS](#)



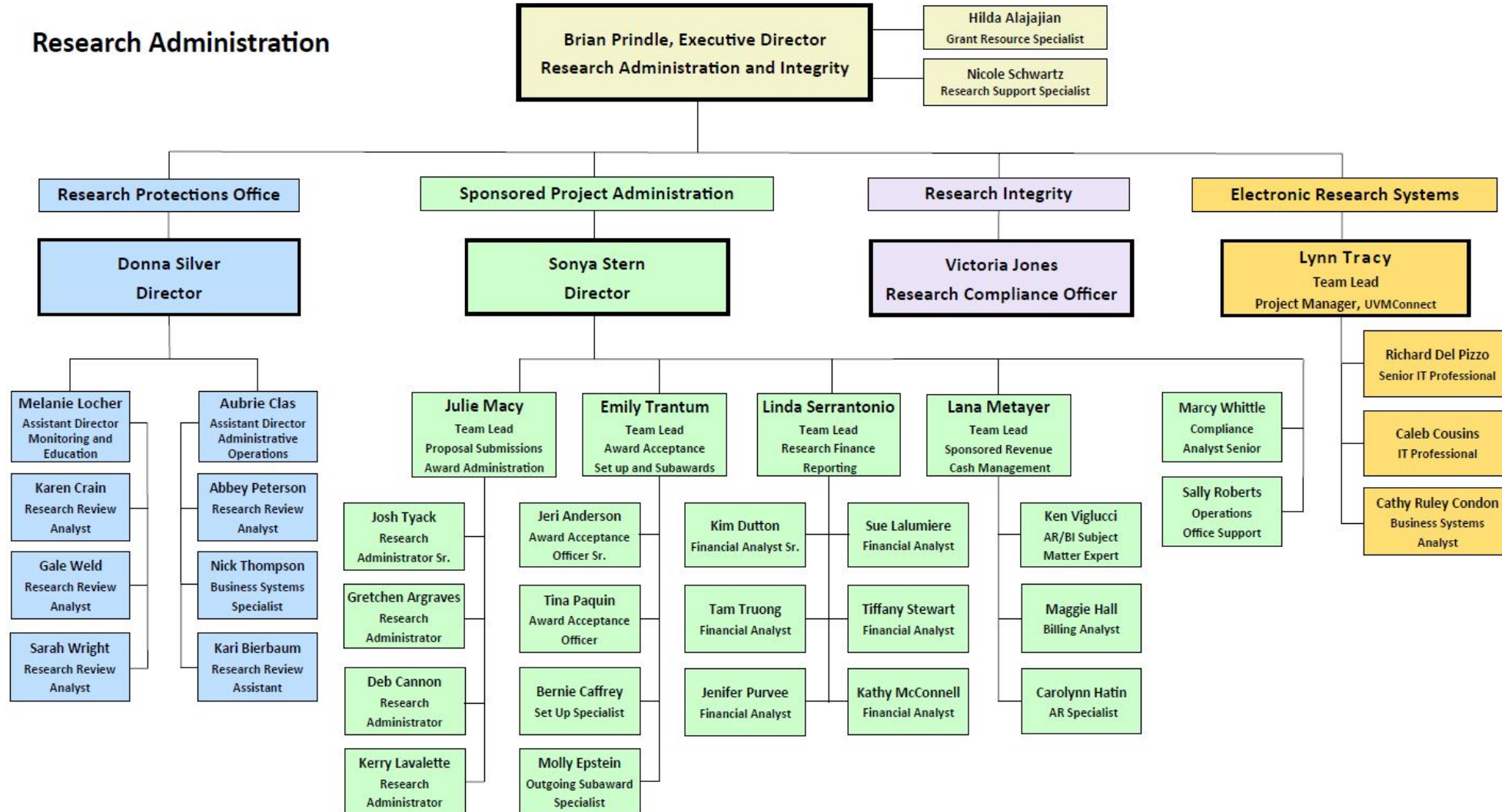
► [UVMClick](#), our future electronic portal where investigators and staff connect to accomplish the business of research administration and compliance.

CONTACT US



ELECTRONIC RESEARCH SYSTEMS

Research Administration and Integrity



Research Administration and Integrity



Our future electronic research administration and compliance system where Investigators and staff will manage the lifecycle of

IRB Protocols

IACUC Protocols

IBC Protocols

Conflict of Interest Disclosures

Proposal Submission

Award Management

Agreements

PeopleSoft continues as the financial system - where you spend the grants funds

Welcome and Good Luck

Thank You

- Find Funding
- **Apply**
- Win
- Do Research
- Be Great Stewards



The University of Vermont

**2018 New Faculty
Orientation:
Sponsored Project
Administration at UVM**

Presented by

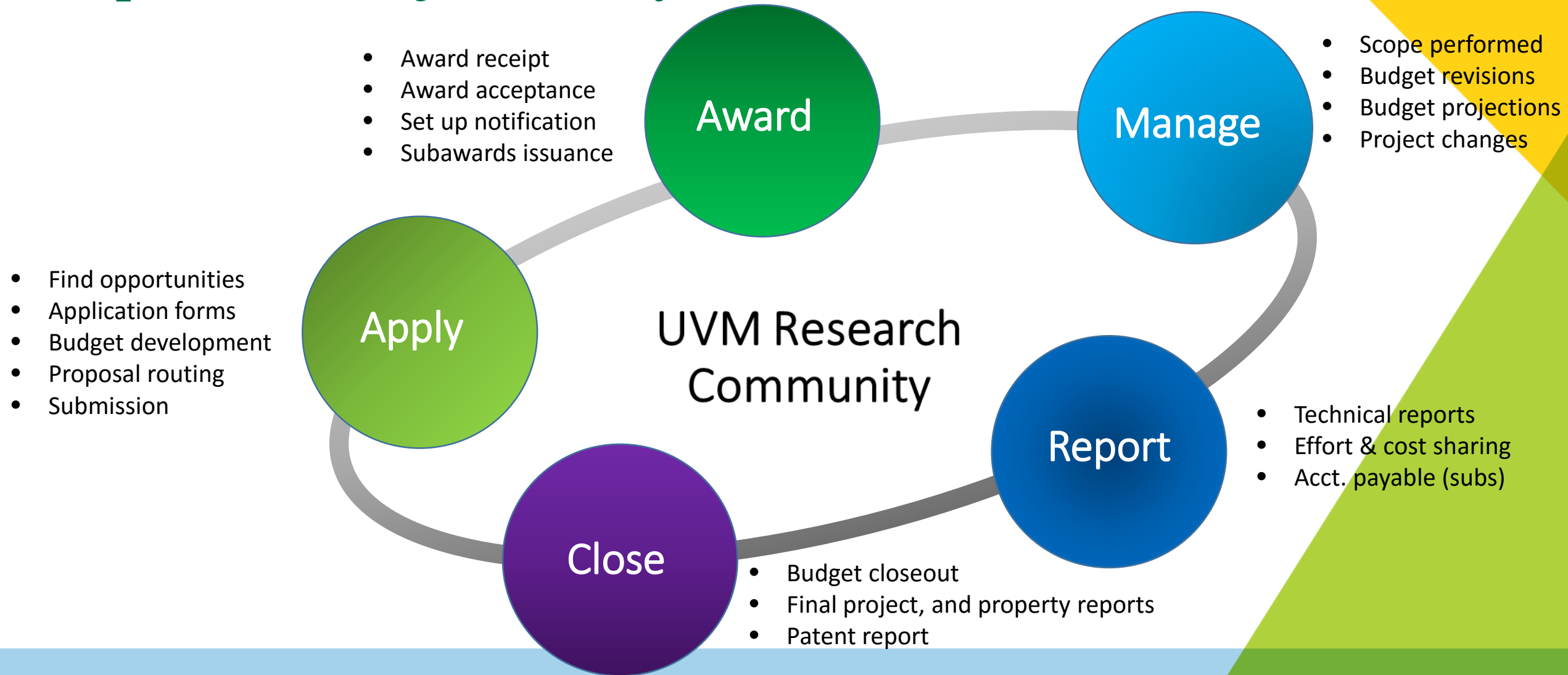
Sonya Stern

Director, Sponsored Project
Administration



The University of Vermont

Sponsored Project Life Cycle



UVM Research Community

- **300** Active Principal Investigators
- **100** Departments with Sponsored Projects from **300** Sponsors
- **\$130M** annual volume of awards

Individual Roles and Common Goals for Proposal Submissions

- **Central Office:** facilitates the submission of proposals and the review and negotiation of sponsored research agreements and houses the signatory officials for sponsored projects at the university
- **Department Administrators:** serve the faculty on a more individual and personal level and act as a liaison between the faculty and the central office
- **Common Goal:** to provide a full range of assistance to faculty in obtaining and administering funding to support creative and scholarly activities

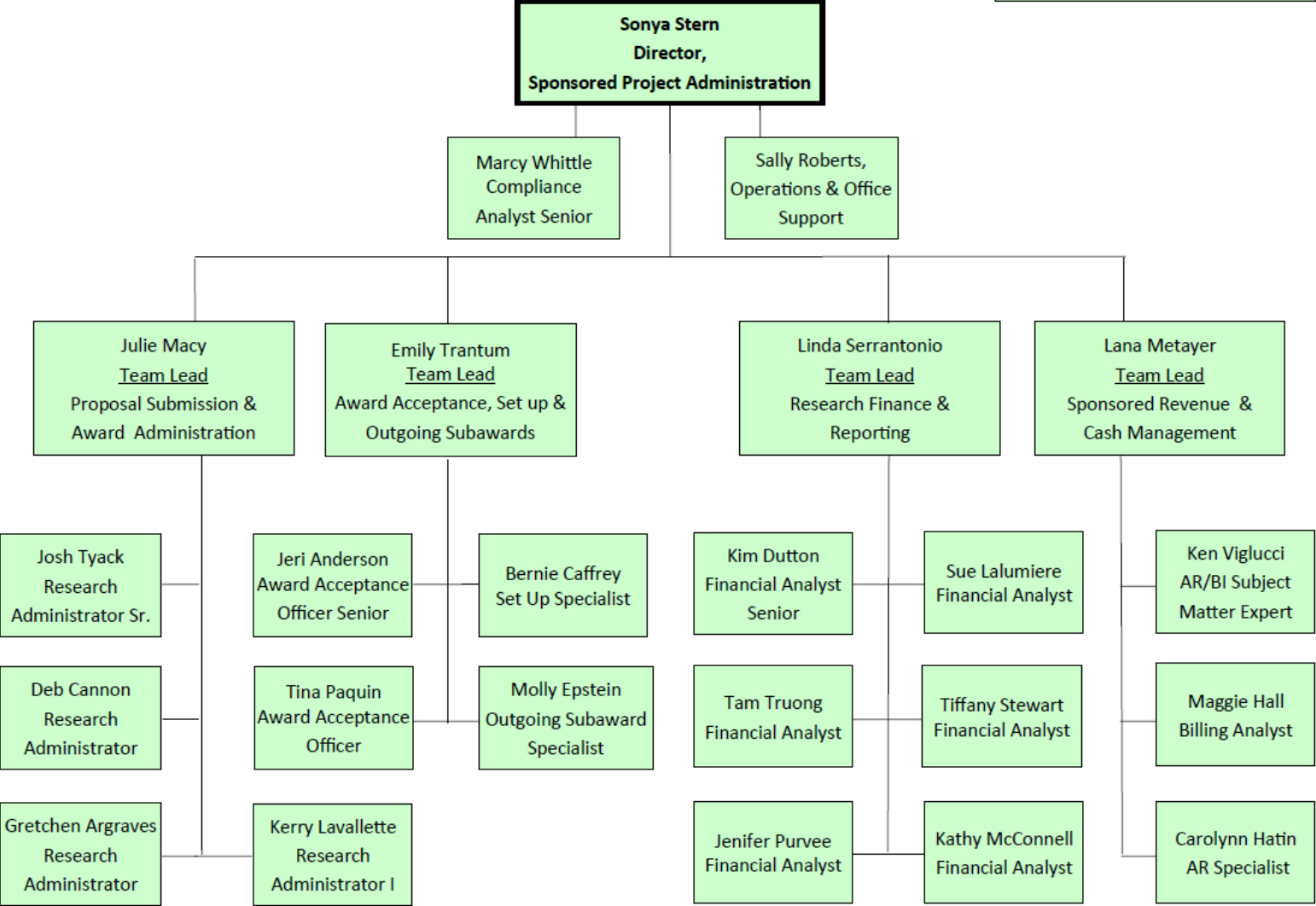
Sponsored Project Administration



Providing administrative and fiscal support and cash management oversight for the University's proposing, accepting and managing sponsored projects, and ensuring compliance with associated financial and public policy requirements.

Sponsored Project Administration Org Chart

Sponsored Project Administration



SPA EDU 18/19 School Year

Session Name	PS Course	Lead Facilitators	Scheduled Dates
SPA Seminar: Introduction to Sponsored Project Administration	POL012	Sonya Stern, Julie Macy, Emily Trantum, Linda Serrantonio and Lana Metayer	09/19/18 and 01/10/19
SPA Seminar: Essential Regulatory Compliance in Sponsored Project Administration	POL018	Marcy Whittle and Sonya Stern	09/27/18
SPA Seminar: PeopleSoft Tools and Best Practices for Financial Management of Sponsored Projects	CPT075	Linda Serrantonio and Lana Metayer	10/10/2018 and 04/17/2019
SPA Seminar: Preparation, Review and Submission of Sponsored Project Proposals	POL019	Julie Macy	10/23/2018
SPA Seminar: Award Acceptance for Sponsored Agreements. Establishment of Advance Accounts.	POL020	Emily Trantum	11/13/2018
SPA Seminar: Outgoing Subawards	POL010	Molly Epstein and Linda Serrantonio	12/11/2018
SPA Seminar: Non-Payroll Cost Transfers on Sponsored Projects	POL021	Linda Serrantonio	02/13/2019
SPA Seminar: Cost Sharing on Sponsored Projects	POL022	Julie Macy and Linda Serrantonio	03/19/2019
SPA Seminar: Carrying Forward of Funds From One Year to Another and No Cost Extensions on Sponsored Projects	POL023	Linda Serrantonio and Julie Macy	04/10/2019
SPA Seminar: Sponsored Project Financial Reporting and Closeout	POL024	Linda Serrantonio	05/09/2019
Overview of IRB, IACUC and IBC	TBD	Melanie Locher	TBD
Overview of FCOI and Export Control	TBD	Victoria Jones	TBD

Grant Proposal Development Services



Jeralyn Haraldsen, PhD

Grant Proposal Manager

Office of the VP for Research



The University of Vermont

Grant Proposal Development Services

- **Grant proposal review and grantsmanship critique**
 - Annotated feedback and suggestions
 - Review for responsiveness to RFA, and/or reviewer critiques
- **Grant proposal writing assistance and editing**
 - Substantive editing of draft text
 - Editing to improve clarity and flow, formatting and presentation
 - Assist with drafting non-technical proposal components
- **Project Management for proposal preparation**

How to Request Proposal Development Services

Call or email Jeralyn directly, indicating:

- Funding agency and grant program/mechanism
- Attach funding opportunity announcement
- Deadline
- Other criteria:
 - New faculty, new(er) to grant writing

Email:

Jeralyn.Haraldsen@uvm.edu

Phone: 656-2982

How Are Grant Proposal Development Services Prioritized?

Requests are prioritized in collaboration with Richard Galbraith, VP for Research.

Factors taken into consideration include:

- Large, complex, multidisciplinary
- **New faculty member, or new to grant writing**
- Alignment with areas of institutional priority
- Timeliness of request
- Current and projected workload of grant proposal manager

Look for Upcoming Opportunities to Discuss Grant Writing Topics

Available Now:

- PowerPoint slides and videos from monthly Grant Writing Brown Bag series (AY16-17)
- Audience:
 - Anyone interested in grant writing “best practices”
 - New, or inexperienced grant seekers



For details: <https://www.uvm.edu/ovpr/presentations/grant-writing-videos-pp.php>

Internal Funding: OVPR EXPRESS

(Early EXtra Promotion of REsearch and Scholarly Success)

- **\$3,000 award** to aid in initiating your research and scholarship
 - Funds must be spent by the end of the fiscal year, June 30, 2019
- **Eligibility:** New tenure-track assistant professors who began appointment on/after July 1, 2018
- **Application:**
 - One-page description of how funds will jumpstart your research/scholarship
 - One-page budget
 - Abbreviated CV or resume (4 page limit)
 - Letter of support from Dept. Chair or Dean
- **Deadline:** To Be Announced (usually end of October)

For details: <https://www.uvm.edu/ovpr/funding-opportunities>

For Questions, or to Request Grant Proposal Development Services

Jeralyn Haraldsen

Grant Proposal Manager

Office: 342A Waterman

Email: Jeralyn.Haraldsen@uvm.edu

Phone: 656-2982

<https://www.uvm.edu/ovpr/grant-proposal-manager-services>



UVM Innovations

Office of Technology Commercialization

- Manage the Intellectual Property created at UVM
 - Evaluate
 - Strategize
 - Protect
 - Commercialize
- Team
 - Corine Farewell DVM, MBA
Director
 - Kerry Swift MS
Technology Licensing Officer
 - Jason Powell Esq.
Intellectual Property & Business Manager
 - Rick Gomez Esq.
Business Support

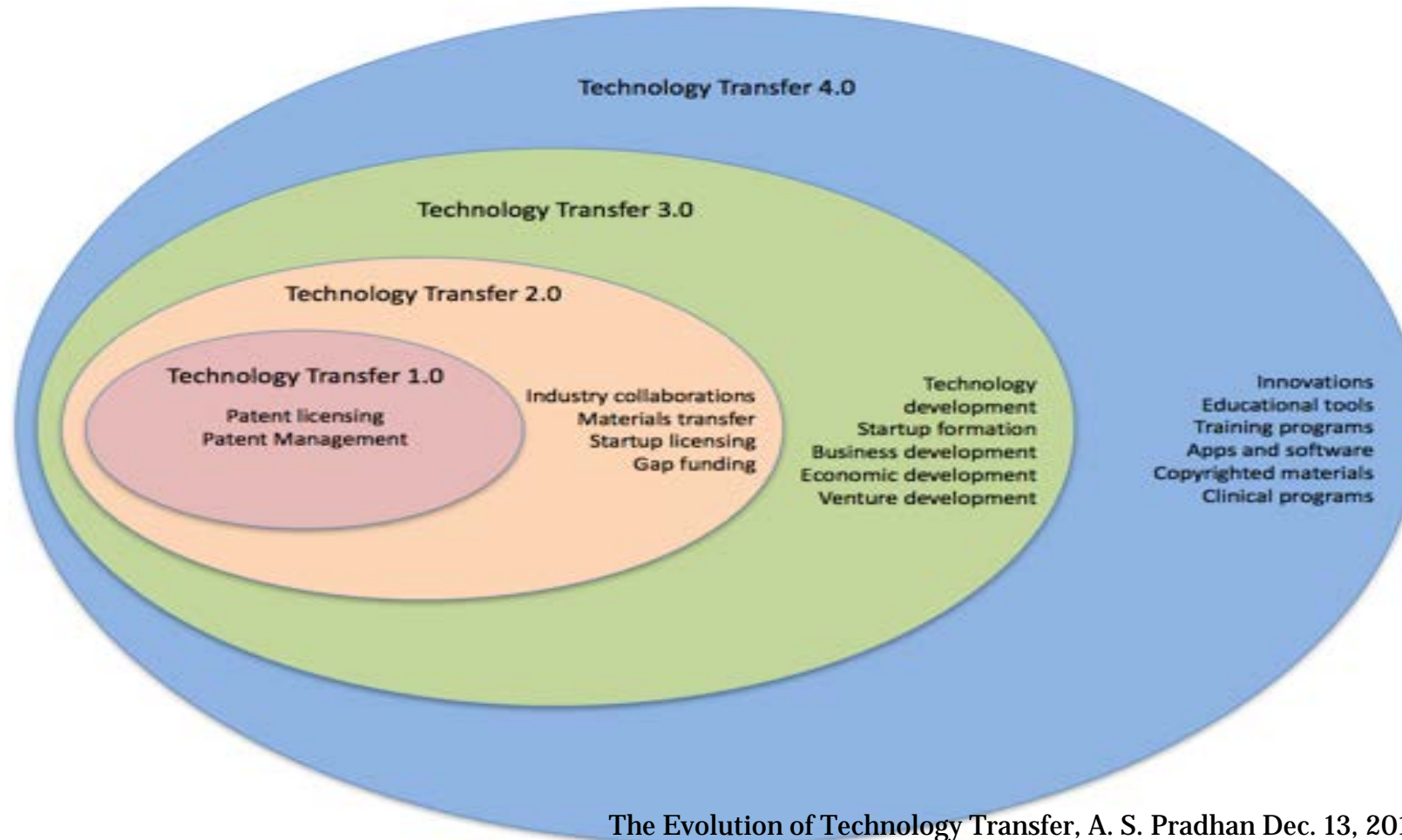
Mix of Technical, Scientific, Entrepreneurial, Legal, Corporate & Business Development experience.



University Technology Transfer

- Obligation under Bayh Dole for receipt of government grants
- Facilitate the commercialization of research results for the public good
- Reward, retain, and recruit faculty
- Induce closer ties to industry
- Promote economic growth
- Generate income

Expanding Role of Tech Transfer



The Evolution of Technology Transfer, A. S. Pradhan Dec. 13, 2016



Thank You

- Find us at:
 - E201 Given Building in the medical college
 - 802-656-8780
 - innovate@uvm.edu

Risk Management & Safety



GROUP CONTACT: SAFETY@UVM.EDU

PHONE: 656-3242



Presenter: Francis Churchill francis.Churchill@uvm.edu

Risk Management & Safety



New Faculty are -

RISKY!



Risk Management & Safety



New Faculty are -

SUPERVISORS

Risk Management & Safety



**Shari Sanji,
UCLA
Dec 2009**



**Thea Ekins-Coward
U Hawaii Manoa
March 2016**



**Michele Dufault
YALE
Apr 2011**



Risk Management & Safety



Roles & Responsibilities of Faculty and PIs

– Policy for Health & Safety in Laboratories

- Communicate safety and health as a core value,
- Assess the risks and requirements associated with the activities they oversee,
- Assure that appropriate precautions are taken against hazards and unsafe practices,
 - proper personal protective equipment is made available to all personnel,
 - workplace equipment and machinery is routinely maintained,
 - regular safety inspections are performed and documented, and
 - students and employees receive job and hazard-specific safety training.

Risk Management & Safety



Risk Management & Safety is a resource for all departments at UVM. We have 20 professionals in our department to support 3500 employees and 11,000 students.

Our mission is to manage the protection of University assets, both human and financial

- Promote safety and accident prevention
- Support compliance with occupational health, safety, and environmental regulations.
- Minimize legal liabilities





MENU

UVM RISK MANAGEMENT AND SAFETY

View published New draft Moderate

Revision state: **PUBLISHED**
Most recent revision: **Yes**
Actions: [Unpublish this revision](#)



Top 5 Questions:

- [Who is required to undergo Laboratory Safety Training and how is it done?](#)
- [What is required for the Chemical Inventory and where should it be kept?](#)
- [How do I dispose of hazardous chemicals?](#)
- [What Personal Protective Equipment is required when working in the lab?](#)
- [What are considered Biohazardous materials?](#)

RISK MANAGEMENT AND INSURANCE

The University obtains insurance or self-insures against losses of damage to University property. Departments that suffer damages are encouraged to cooperate with Risk Management to promptly investigate, settle, and mitigate the extent of property claims.

ENVIRONMENTAL HEALTH AND SAFETY

At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in all departments and positions. Whether you work in or use a laboratory, art studio, or an outdoor location off-site - our goal is to help you be as safe as possible.

Risk Management and Insurance



Risk Management is the process of identifying, evaluating, and mitigating risks and liabilities associated with activities and operations across campus. We support this effort by providing effective risk financing (through insurance and self-insurance), sound claims management, health and safety support, property protection services, best practice advice, contract review and regulatory compliance assistance.

Risk Management staff evaluate risks to students, faculty, staff and visitors, and recommend alternatives for protection against or elimination of these risks. Specifically, the Risk Management Department exists:

- to identify, investigate and propose solutions to problems which pose risk in the area of occupational and environmental health and safety
- to identify and minimize the exposure to hazards in the area of fire and life safety
- to administer and coordinate the University chemical waste disposal program
- to manage the University workers' compensation program
- to procure liability, automobile, property, workers' compensation and other insurance that protects University assets and manage all insurance claims in these areas
- to assess the risk of new and existing programs or activities and suggest ways to minimize liabilities and accidents

ACCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL GUIDELINES

DRIVER TRAINING AND CERTIFICATION

Risk Management & Safety



Insurance and Claims Management ▾

General University Insurance Protection ▲

Faculty and staff are covered by blanket bond protection, general liability insurance and errors and omissions insurance while working. If you are sued during the good faith performance of your duties, the University's insurance provides legal counsel and indemnification (protection against possible damage or legal suit).

If you are involved in an accident while operating a personally owned vehicle or a vehicle leased in your name, liability protection will be governed by your automobile insurance coverage, not by UVM's. If you are involved in an accident while operating a vehicle owned or leased in the name of the University, you must report the accident to your supervisor immediately who must then report it to Risk Management (656-3242) and Police Services (656-3473).

Your personal property, whether used to perform your assigned duties or not, is not covered by UVM insurance. It is your sole responsibility.

Officer and Employee Indemnification Policy ▾

INSURANCE POLICIES AND PROGRAMS

LIABILITY RISK MANAGEMENT

INSURANCE AND CLAIMS MANAGEMENT

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Quick Link

- Certificate of Insurance

Travel Safety

Call for assistance

Solutions News & Events Member Zone Multimedia Contact

30 YEARS
WORLDWIDE REACH. HUMAN TOUCH.



LATEST NEWS

- Road accidents a major source of medical evacuations 3 days ago
- Traveling to dangerous areas can leave lawyers vulnerable 3 days ago
- Interview: Arnaud Vaissie 3 days ago
- Its the Law Duty of Care 3 days ago
- In Global Business Travel: What's a



...arch purposes, professional development
...risks associated with it. Ensuring the safety
...ight entail, is essential.

THE WORLD'S LEADING MEDICAL...

We are in the business of saving lives. We serve over 11,000 employees, led by 5,600 medical professionals.



ACCIDENT & CLAIM REPORTING PROCEDURES
LIABILITY RISK MANAGEMENT
GENERAL UNIVERSITY INSURANCE PROTECTION
WORKERS' COMPENSATION
PROPERTY PROTECTION
PROTECTION OF MINORS
TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Quick Links

- [Consent for Treatment during Field Laboratories & Field Trips](#)
- [Global Health & Safety](#)
- [Motor Vehicle Use Policy \(PDF\)](#)
- [Safety for Field Trips and Research](#)

Risk Management & Safety



UVM affiliates (students, faculty and staff) can drive UVM owned and rented vehicles once certified by the Department of Risk Management and Safety. First-time renters must fill out an application to enroll in Driver Safety Training. Others may check on their certification status or apply for re-certification. Explore the information about vehicles available for use, who can rent, and when to apply for certification and training.

- **UVM Vehicles** - Vehicles available for use include vans, cars, trailers and electric vehicles
- **Who can rent?** - Once certified, UVM students, faculty and staff can drive UVM vehicles
- **When to apply** - Be sure to apply early; certification can take up to 30 days

[Certification](#) ▾

[First Training](#) ▾

[Second Training](#) ▾

[Frequently Asked Questions](#) ▾

ACCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

[Contact Us](#)



MENU

UVM RISK MANAGEMENT AND SAFETY

View published New draft Moderate

Revision state: **PUBLISHED**
Most recent revision: **Yes**
Actions: [Unpublish this revision](#)



Top 5 Questions:

- [Who is required to undergo Laboratory Safety Training and how is it done?](#)
- [What is required for the Chemical Inventory and where should it be kept?](#)
- [How do I dispose of hazardous chemicals?](#)
- [What Personal Protective Equipment is required when working in the lab?](#)
- [What are considered Biohazardous materials?](#)

[RISK MANAGEMENT AND INSURANCE](#)

The University obtains insurance or self-insures against losses of damage to University property. Departments that suffer damages are encouraged to cooperate with Risk Management to promptly investigate, settle, and mitigate the extent of property claims.

[ENVIRONMENTAL HEALTH AND SAFETY](#)

At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in all departments and positions. Whether you work in or use a laboratory, art studio, or an outdoor location off-site - our goal is to help you be as safe as possible.

Risk Management & Safety



At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in all departments and positions. Whether you work in or use a laboratory, art studio, or an outdoor location off-site - our goal is to help you be as safe as possible.

You have a right to a safe & healthy workplace, it's the law! ([Download VOSHA poster \(PDF\)](#) of workplace safety rights and responsibilities).

CORE INSTITUTIONAL VALUES FOUNDATIONAL TO A CULTURE OF SAFETY

1. Safety is everyone's responsibility. A safe campus environment is a right of employment for all categories of employees. A safe campus learning environment is a right of all involved in education and research.
2. Good science is safe science. Safety is a critical component of scholarly excellence and responsible conduct of research.
3. Safety training and safety education are essential elements of research and education. They instill a culture of safety in the next generation of researchers and future faculty, and they are important for our students' career development and employability.
4. An improved culture of safety is necessary to truly reduce risk throughout the academic enterprise.
5. It is best to recognize that diverse methods and flexible approaches will be used by each institution to develop a strong culture of safety, unique to its situation.

APLU Produces Guide to Implementing Safety Culture (PDF)

FIRE AND LIFE SAFETY

SAFETY IN THE LABORATORIES

SAFETY IN WORKSHOPS AND MACHINE SHOPS

SAFETY IN THE ARTS AND THEATRE

SAFETY FOR FIELD WORK AND FARM OPERATIONS

OCCUPATIONAL HEALTH & SAFETY

WASTE DISPOSAL AND MANAGEMENT

FACILITIES AND CONSTRUCTION

Quick Links

- [Driver Training and Certification](#)
- [Reporting Incidents and Concerns](#)
- [Responsibilities and Plan](#)
- [Safety Policies and Plans](#)

Campus Fire Safety Program



In the event of a fire:

call **911** from any campus phone or **656-FIRE (3473)**

Please do not attempt to put out a fire unless you have had training by UVM's Fire Marshall.



Common Fire Code Violations





Excessive Combustibles

Risk Management & Safety



At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in all departments and positions. Whether you work in or use a laboratory, art studio, or an outdoor location off-site - our goal is to help you be as safe as possible.

You have a right to a safe & healthy workplace, it's the law! ([Download VOSHA poster \(PDF\)](#) of workplace safety rights and responsibilities).

CORE INSTITUTIONAL VALUES FOUNDATIONAL TO A CULTURE OF SAFETY

1. Safety is everyone's responsibility. A safe campus environment is a right of employment for all categories of employees. A safe campus learning environment is a right of all involved in education and research.
2. Good science is safe science. Safety is a critical component of scholarly excellence and responsible conduct of research.
3. Safety training and safety education are essential elements of research and education. They instill a culture of safety in the next generation of researchers and future faculty, and they are important for our students' career development and employability.
4. An improved culture of safety is necessary to truly reduce risk throughout the academic enterprise.
5. It is best to recognize that diverse methods and flexible approaches will be used by each institution to develop a strong culture of safety, unique to its situation.

APLU Produces Guide to Implementing Safety Culture (PDF)

FIRE AND LIFE SAFETY
SAFETY IN THE LABORATORIES
SAFETY IN WORKSHOPS AND MACHINE SHOPS
SAFETY IN THE ARTS AND THEATRE
SAFETY FOR FIELD WORK AND FARM OPERATIONS
OCCUPATIONAL HEALTH & SAFETY
WASTE DISPOSAL AND MANAGEMENT
FACILITIES AND CONSTRUCTION
Quick Links
Driver Training and Certification
Reporting Incidents and Concerns
Responsibilities and Plan
Safety Policies and Plans

Risk Management & Safety



1. Register
2. Work Safely
3. Get Trained
4. Self-Inspect

LABORATORY SAFETY OVERVIEW

Register Your Laboratory:

Complete the online lab registration so that emergency responders can identify the emergency contacts and the hazards in your lab(s). Be sure to make note of any special considerations in the comment section.

Identify the Hazards and Evaluate and Control Lab Hazards:

Identify hazardous materials, laboratory procedures and equipment in use. Hazards must be controlled through engineering controls, administrative controls, and with proper personal protective equipment.

Train and Inform Lab Personnel:

Assure that all lab workers are properly trained regarding the hazards of any hazardous materials, laboratory procedures, equipment they are using, the means to control the hazards and emergency procedures involving any of these items.

Create a Laboratory Safety Notebook:

to store all required safety documentation.

Manage Your Lab Wastes:

Lab workers must determine the appropriate disposal method for all wastes in their lab, including hazardous and non-hazardous waste. Types of lab waste include lab trash, recyclables, chemical waste, biological waste, radioactive waste, uncontaminated waste and broken glass, universal waste (e.g. CFLs, batteries, ballasts), and techno trash.

Institute General Lab Safety Practices:

Regular housekeeping can eliminate many hazards in the lab. Keep work areas free of clutter and contamination.

Prepare for Emergencies:

Plan ahead so that everyone in the lab is better prepared to respond to an emergency swiftly and appropriately. Planning ahead helps to minimize injury to personnel, damage to equipment and facilities and any releases to the environment.

UVM's Safety Coordinators



**Sonia Godoy-
Tundidor**



Vikki Carhart



Lee Diamond

Risk Management & Safety



At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in



HEALTH AND LIFE SAFETY

SAFETY IN THE LABORATORIES

SAFETY IN WORKSHOPS AND MACHINE SHOPS

SAFETY IN THE ARTS AND THEATRE

SAFETY FOR FIELD WORK AND FARM OPERATIONS

OCCUPATIONAL HEALTH & SAFETY

WASTE DISPOSAL AND MANAGEMENT

UTILITIES AND CONSTRUCTION

Quick Links

- [Driver Training and Certification](#)
- [Reporting Incidents and Concerns](#)
- [Responsibilities and Plan](#)
- [Safety Policies and Plans](#)

Evaluate Health & Safety Issues



Customized On-Site Ergonomic Assessments by MAT

Risk Management & Safety



At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in all departments and positions. Whether you work in or use a laboratory, art studio, or an outdoor location off-site - our goal is to help you be as safe as possible.

You have a right to a safe & healthy workplace, it's the law! ([Download VOSHA poster \(PDF\)](#) of workplace safety rights and responsibilities).

CORE INSTITUTIONAL VALUES FOUNDATIONAL TO A CULTURE OF SAFETY

1. Safety is everyone's responsibility. A safe campus environment is a right of employment for all categories of employees. A safe campus learning environment is a right of all involved in education and research.
2. Good science is safe science. Safety is a critical component of scholarly excellence and responsible conduct of research.
3. Safety training and safety education are essential elements of research and education. They instill a culture of safety in the next generation of researchers and future faculty, and they are important for our students' career development and employability.
4. An improved culture of safety is necessary to truly reduce risk throughout the academic enterprise.
5. It is best to recognize that diverse methods and flexible approaches will be used by each institution to develop a strong culture of safety, unique to its situation.

APLU Produces Guide to Implementing Safety Culture (PDF)

FIRE AND LIFE SAFETY

SAFETY IN THE LABORATORIES

SAFETY IN WORKSHOPS AND MACHINE SHOPS

SAFETY IN THE ARTS AND THEATRE

SAFETY FOR FIELD WORK AND FARM OPERATIONS

OCCUPATIONAL HEALTH & SAFETY

WASTE DISPOSAL AND MANAGEMENT

FACILITIES AND CONSTRUCTION

Quick Links

- [Driver Training and Certification](#)
- [Reporting Incidents and Concerns](#)
- [Responsibilities and Plan](#)
- [Safety Policies and Plans](#)

Regulated Hazardous Waste Management



Main Campus Accumulation Area



Regulated Hazardous Waste Management continued...



Don't work in a research lab and have hazardous waste?

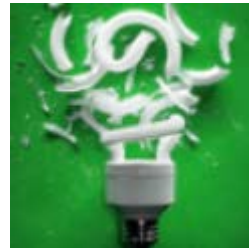
Email us at waste@uvm.edu



**Aerosol
cans**



**Paint or
Paint supplies**



**Broken
bulbs**

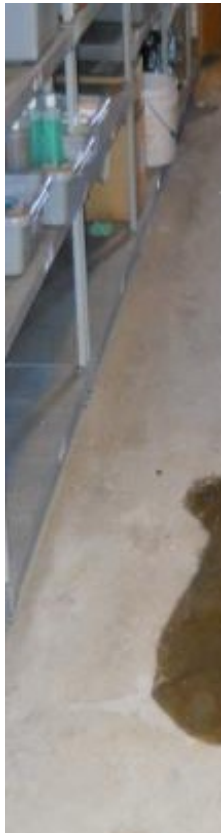


**Glycols
(antifreeze)**



**Oil or oily
debris**

Hazardous Spill Response



Chem
Lab C



February 2014 – Number 6 Oil Spill



We Love Paperwork...(said no one ever!)

Injury & Property Damage Reporting


 DEPARTMENT OF LABOR - ATTN: WORKERS' COMPENSATION
 PO Box 488
 Montpelier, VT 05601-0488
 (802) 828-2286

Form 1 (Rev. 9/11)
(Approved for use as OSHA 101 and 301)

State File No. _____

EMPLOYER FIRST REPORT OF INJURY

Answer every question fully and report promptly to avoid a penalty. Employer's Federal ID Number and Employee Social Security Number MUST be provided.

1. Legal Name: University of Vermont and State Agricultural College		2. Business Name: University of Vermont and State Agricultural College	
3. Mail Address: No. and Street 294 East Ave		City Burlington	State VT
		Zip 05405	
4. Location (if different from Mail Address): SAME		5. Telephone Number, Extension and Contact Person: Sarah Burnett - 802-696-0730	
6. Nature of Business (list principal products or service of concern): HIGHER EDUCATION		7. Do you regularly employ 10 or more employees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8. Federal ID No.: 09-0179440
9. Name: First Name	Middle Initial	Last Name	10. Social Security No.:
11. Date of Birth:			
12. Home Address: No. and Street		13. Home Phone No.:	14. Work Phone No.:
15. Age:			
City		State	Zip
16a. Dept.:		17. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
18. Wages \$ Per	Hours Per Day Days Per Week	19. If board, lodging, etc. were furnished in addition to wages, state estimated value: \$	20. Was employee hired in VT? <input type="checkbox"/> Yes <input type="checkbox"/> No
21. Date of Hire:			
22. Date of Accident:	Accident Time: AM PM	Began Shift: AM PM	23. Location of Accident: Town or State City Or Building
24. Machine, tool, object, motor vehicle or substance directly causing injury:			
25. On employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of department:			
26. Describe what employee was doing:		Was this the employer's regular occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
27. How did accident occur? Describe events leading up to the accident:			
28. Describe the injury and the part of the body injured:			29. Was this a first-aid only injury? <input type="checkbox"/> Yes <input type="checkbox"/> No
30. Any Lost Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date disability began	Last date paid in full:	31. Employee returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No
32. Did injury result in death? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date of death:	
33. Name and address of Physician:			
34. Name and address of Hospital:		Retained Oversight <input type="checkbox"/> Yes <input type="checkbox"/> No	
35. Insurance Company Named on Workers' Compensation Policy Name in full: Safety National Casualty Corporation(Excess Carrier)		35A. Claim Administrator Company Name: CCMSI	
Policy No. BP4046917		Phone Number 802-864-3355	

UVM POLICIES, PROCEDURES, & GUIDELINES DEPARTMENT of RISK MANAGEMENT
Incident Report

(use this form to report **non-employee** injuries and property damage)
Please be as accurate as possible. We encourage reporting of all incidents.

Date: _____ Time of accident: _____

Name of person reporting incident (please print): _____

Street Address _____

City _____ State _____ Phone #: _____

COMPLETE THIS SECTION IF THERE WAS AN INJURY:

Type of Bodily Injury (if any): _____

The injured person(s) is a: Student non-affiliate

Location of accident: _____

Name(s) of Person(s) injured: _____

Describe exactly what happened: _____

Emergency medical treatment given? Yes No

To Whom? _____ By whom? _____

Describe procedure(s): _____

Person(s) taken to hospital? Yes No Name(s): _____

Name of hospital: _____

Were police called to the scene? Yes No

Name of police department and officer: _____



The most reported injury on campus is due to slips, trips & falls.

A walking campus = safe, comfortable shoes



Risk Management & Safety



Things to Do

1. Locate your Evacuation Map & Routes, and Fire Extinguisher.
2. Review UVM's Policies Page (at least the titles).
3. Meet your Lab Safety Coordinator & Register your Lab (as appropriate).
4. Buy Shoes.
5. Have Fun!

Risk Management & Safety

We're here to help



Group contact: safety@uvm.edu or Risk.Management@uvm.edu

Main phone: 656-3242