

2019 New Faculty Orientation:

Administrative Support for Research and Scholarship

Presented by

Brian Prindle

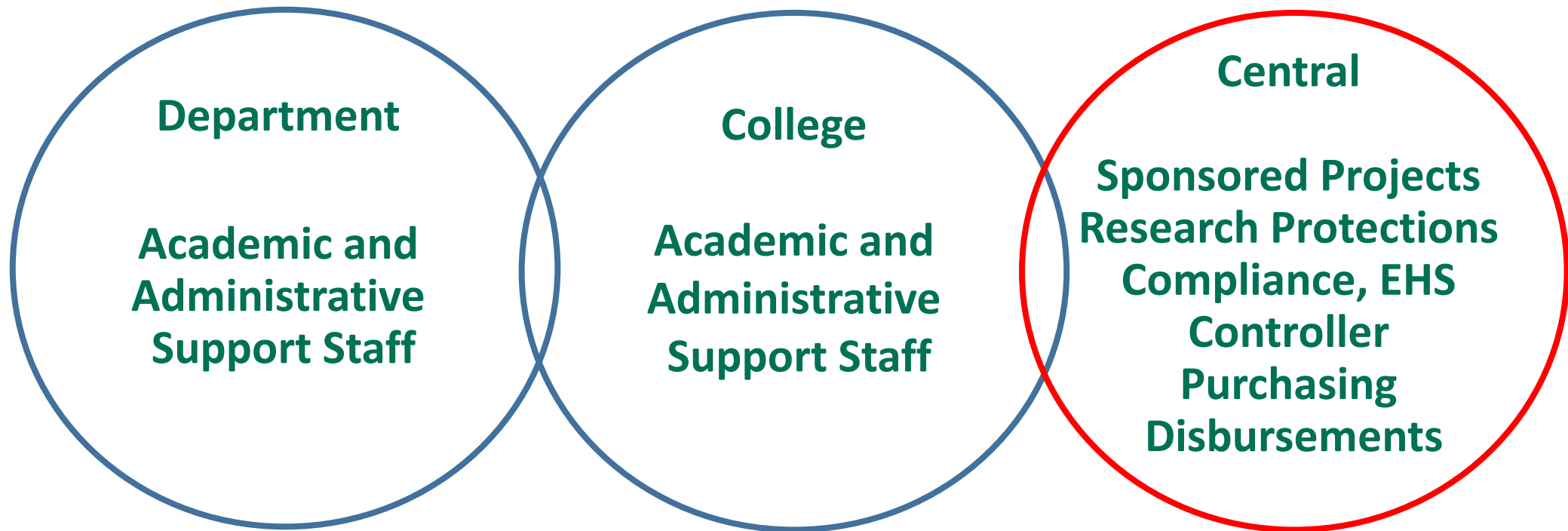
Executive Director, Research
Administration and Integrity



The University of Vermont

Administrative Support for Research and Scholarship

Team Effort



Research Administration and Integrity



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

ELECTRONIC RESEARCH SYSTEMS

- Technical Support

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

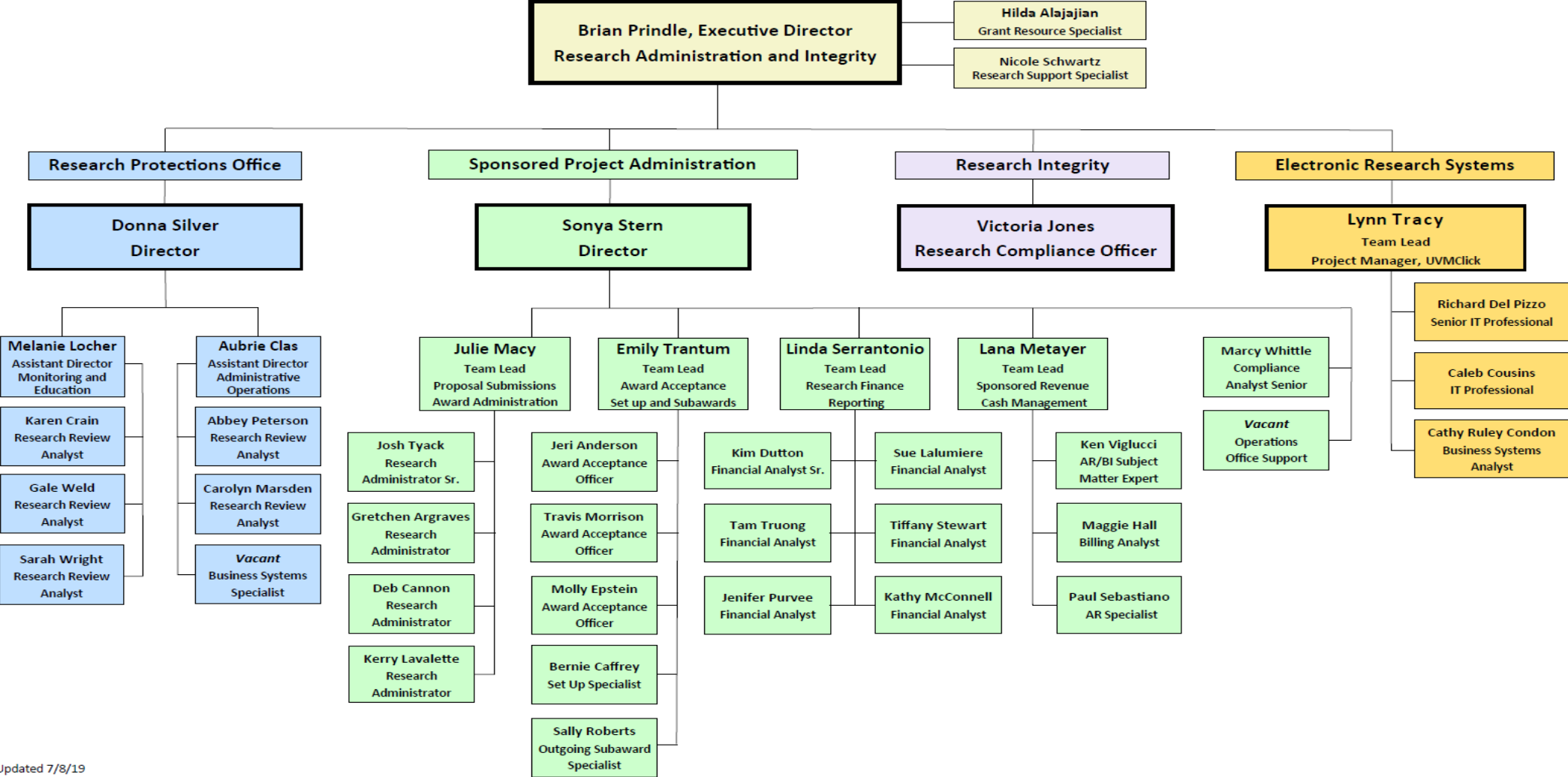
@UVMINNOVATIONS

UVMClick, our electronic portal where



investigators and staff connect to accomplish the business of research administration and compliance.

Research Administration and Integrity



Research Administration and Integrity

FY18 Research by the Numbers

300+

PRINCIPAL
INVESTIGATORS

1235

PROPOSALS
SUBMITTED

624

AWARDS
ACCEPTED

700

ACTIVE
PROJECTS

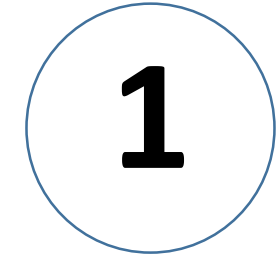
\$136M

TOTAL AWARD
AMOUNT

\$130M

RESEARCH
EXPENDITURES
(HERD SURVEY)

Research Administration and Integrity



Our future electronic research administration and compliance system

| Module | System Status |
|--|--------------------------|
| IRB Protocols | Open for Business (Live) |
| IBC Lab Registrations | Open for Business (Live) |
| Financial Conflict of Interest Disclosures | Open for Business (Live) |
| Grants - Proposal Preparation & Submission | Spring 2020 |
| Grants - Award Acceptance & Set-up | Spring 2020 |
| Grants - Award Modifications | Spring 2020 |
| Grants – Agreements & Subawards | Spring 2020 |
| IACUC Protocols | Summer 2020 |

PI Portal

Web Based
Intuitive-Quick-Easy

Your Gateway to PI Friendly Sponsored
Project Expenditure Reports

Visual Job Aid for use with the PI Portal
v.3/1/19

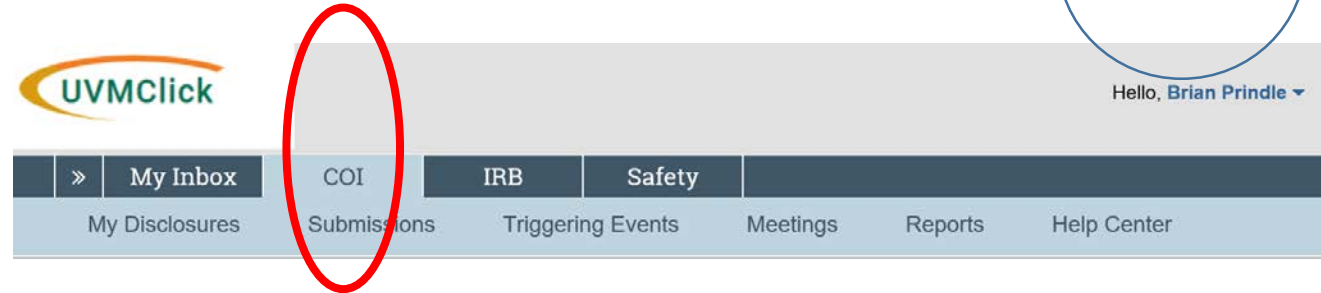
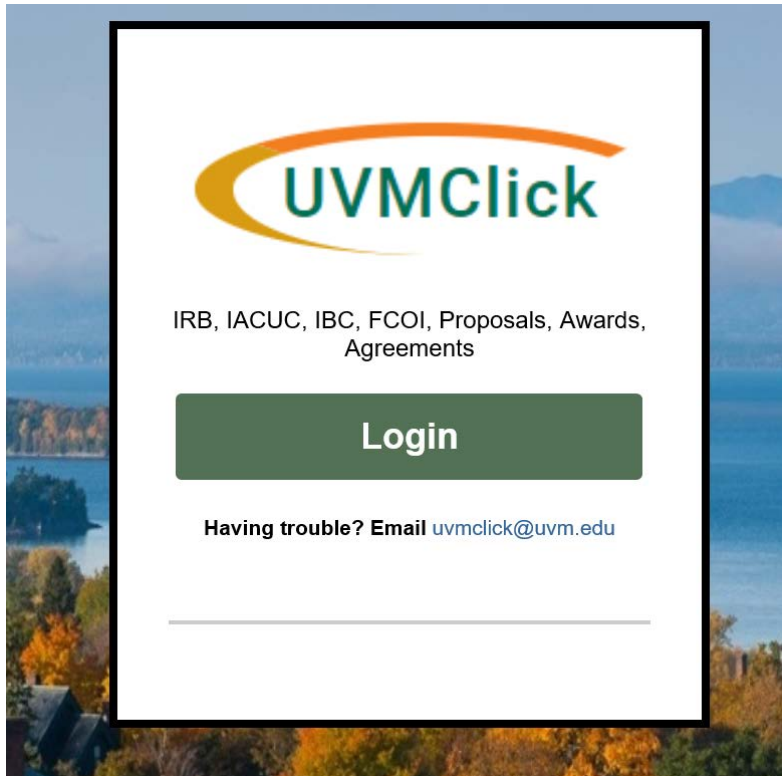
Data Refreshed Nightly
Project Expenditure Detail
Payroll Expenditures
Payroll Distributions
Non-Payroll Expenditure Detail

Designed specifically for Investigators and their research administration staff. Gives you fiscal information quickly and easily. Answer pressing questions such as;

- How much money do I have left to spend?
- Can I hire a lab tech or graduate student this summer?

Research Administration and Integrity

3



Homework

Complete your first annual FCOI Disclosure

Complete the FCOI Training

Funding Opportunities

Internal Funding Opportunities

INFOREADY REVIEW

OVPR uses [InfoReady Review](#) for the management of Internal Funding Opportunities, as well as Internal Competitions for Limited Solicitations. The Gund Institute also uses InfoReady for the management of Internal Funding Opportunities. See [open competitions](#) administered through InfoReady Review.

COMPETITIONS SPONSORED BY OVPR

- **Design It, Pitch It, Fab It**
Up to \$5000 in materials and services awarded to work on your idea. For more information, visit [Design It, Pitch It, Fab It Services](#).
This competition is now closed.
- **Faculty Activity Network (FAN)**
Encourages UVM faculty members to learn about each other's work and to work collaboratively.
Deadline: Rolling (until the 10 available slots are filled). [Apply now](#)
- **OVPR Express (Early EXtra Promotion of REsearch & Scholarly Success)**
Designed specifically to stimulate research and scholarship by new junior faculty members.
This competition is now closed. We will be accepting applications again in Fall 2019.
- **REACH**
Provides seed money, exploratory funding, leveraging capability, and similar options to faculty members in all areas of the University.
This competition is now closed. We will be accepting applications again in Fall 2019.
- **SPARK-VT**
Brings promising researchers together with business innovators and biotech leaders.
This competition is now closed. We will be accepting applications again in Fall 2019.
- **UVM Industry Fellowship Program**
Seeks to address the needs of businesses by partnering them with the expertise of UVM faculty members and doctoral-level graduate students or postdoctoral research associates. [Apply now](#)
- **UVM Ventures**
Open to UVM faculty or staff who have filed an Invention Disclosure with [UVM Innovations](#) indicating an interest to pursue commercial opportunities.
Deadline: May 1, 2020 at 5:00pm EST. [Apply now](#)

ADDITIONAL INTERNAL FUNDING SOURCES

- [Faculty Opportunities](#)
- [Student and Postdoctoral Opportunities](#)

Funding Services & Education

OVPR GRANT PROPOSAL MANAGER SERVICES

Jeralyn Haraldsen, OVPR's Grant Proposal Manager, helps shepherd grant proposals through the writing and

GRANT WRITING PRESENTATIONS

Jeralyn Haraldsen explains the grant proposal process at UVM in eight videos, with accompanying PowerPoint presentations.

Go to [Videos & PowerPoint Presentations on Grant Writing](#) (UVM NetID login required).

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Visit the OVPR
Funding Opportunities
webpage.

You might find some
easy money.

Welcome and Good Luck

Thank You

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



The University of Vermont

2019 New Faculty Orientation: Sponsored Project Administration at UVM

Presented by

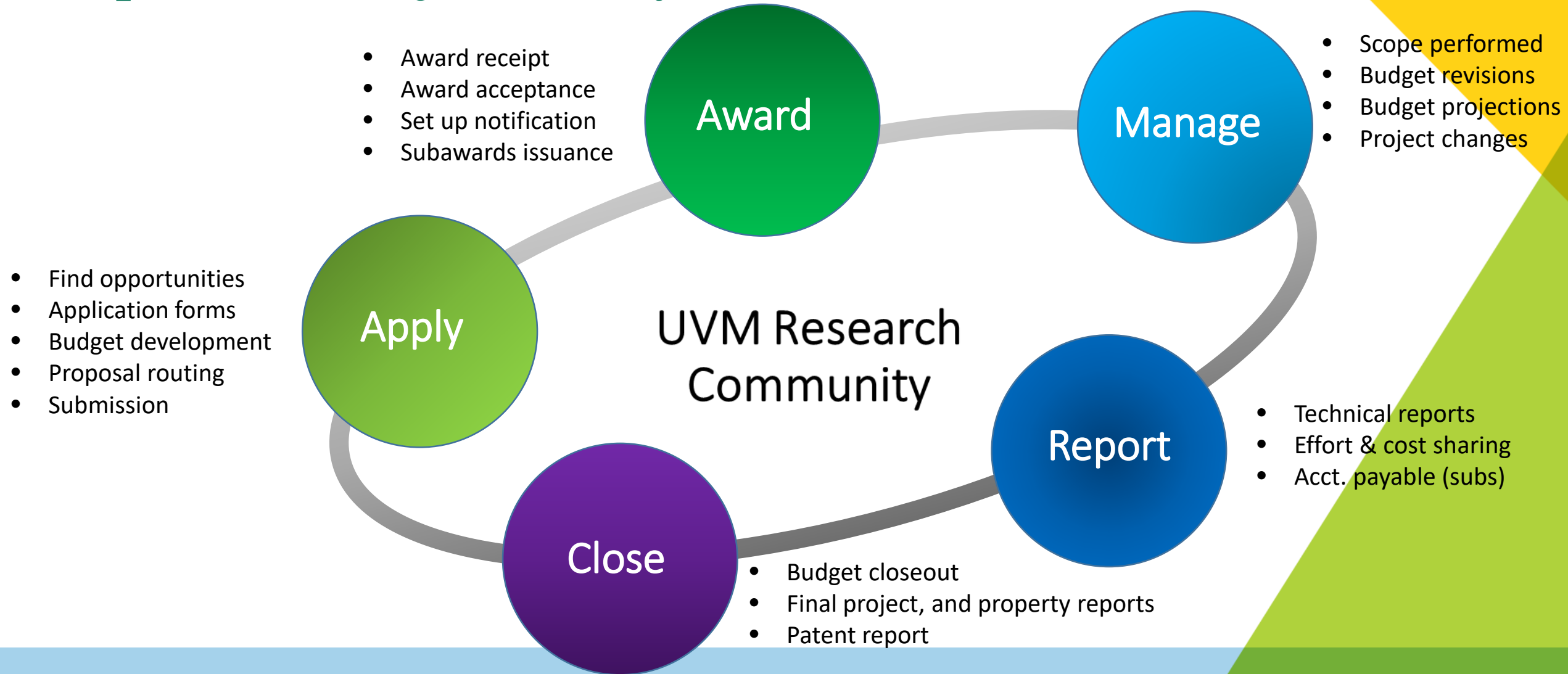
Sonya Stern

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
- **\$140M+** annual volume of awards

Individual Roles and Common Goals for Proposal Submissions

- **Central Office (SPA):** 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.

SPA EDU 19/20 School Year Fall Sessions

<https://www.uvm.edu/spa/education-and-learning>

| Topic | Course | Date | Time |
|---|--------|---------------|-----------------|
| <u>Introduction to Sponsored Project Administration</u> | POL012 | Aug 28, 2019 | 10:30AM-12:00PM |
| <u>Essential Regulatory Compliance Topics in SPA</u> | POL018 | Sept 12, 2019 | 1:30PM-3:00PM |
| <u>Finding Funding: Tools and Tips</u> | POL030 | Sept 18, 2019 | 9:00AM-10:30AM |
| <u>Practical Ways to Support Faculty Proposal Development</u> | POL031 | Oct 7, 2019 | 1:30PM-3:00PM |
| <u>PeopleSoft Tools and Best Practices for Financial Management</u> | CPT075 | Nov 6, 2019 | 10:00AM-11:30AM |
| <u>Sponsored Project Financial Reporting and Closeout</u> | POL024 | Nov 12, 2019 | 10:00AM-11:30AM |
| <u>Award Acceptance for Sponsored Agreements. Establishment of Advance Accounts</u> | POL020 | Dec 5, 2019 | 1:30PM-3:00PM |

SPA EDU 19/20 School Year Spring Sessions

<https://www.uvm.edu/spa/education-and-learning>

| Topic | Course | Date | Time |
|---|--------|----------------|-----------------|
| <u>Cost Sharing on Sponsored Projects</u> | POL022 | Jan 7, 2020 | 10:00AM-11:30AM |
| <u>Cost Transfers to Sponsored Projects</u> | POL021 | Feb 10, 2020 | 1:30PM-3:00PM |
| <u>The History of IRB, IACUC and IBC Intuitional Review Boards</u> | POL025 | March 4, 2020 | 10:00AM-11:00AM |
| <u>Outgoing Subawards</u> | POL010 | March 16, 2020 | 1:30PM-3:00PM |
| <u>Award Transfers From and To Other Institutions</u> | POL032 | April 7, 2020 | 10:00AM-11:30AM |
| <u>PeopleSoft Tools and Best Practices for Financial Management</u> | CPT075 | May 5, 2020 | 10:00AM-11:30AM |
| <u>Sponsored Project Financial Reporting and Closeout</u> | POL024 | May 19, 2020 | 10:00AM-11:30AM |

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** (limited availability)

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

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

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, 2020
- **Eligibility:** New tenure-track assistant professors who began appointment on/after July 1, 2019
- **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

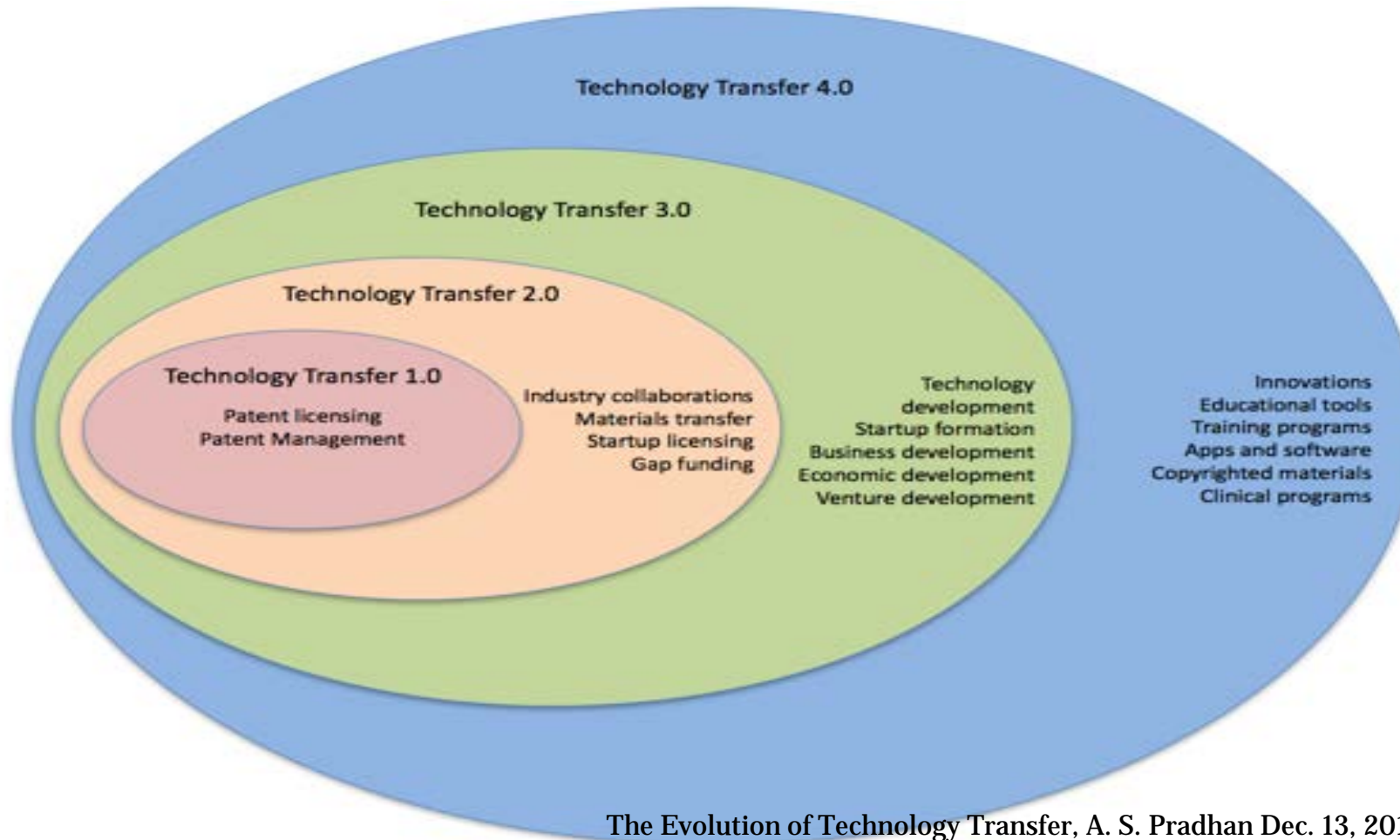
Mix of Technical, Scientific, Entrepreneurial, Legal, Corporate & Business Development experience.



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

- 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 12,500 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





Top Risk Management Questions:

- [How do I report an injury or accident?](#)
- [How do I obtain a certificate of insurance?](#)
- [How do I enroll in driver training?](#)
- [How do I sign up for International SOS travel protection?](#)
- [How do small vendors get insurance for their on-campus events?](#)

Top Safety Questions:

- [How do I update my lab registry?](#)
- [How do I dispose of lab waste?](#)
- [What trainings do I need to complete?](#)
- [How do I report a safety concern?](#)
- [What do I need to do before leading a field trip?](#)

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.

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.

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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

MENU

UVM RISK MANAGEMENT AND SAFETY

General University Insurance Protection

Faculty and staff are covered by fiduciary liability insurance, 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.

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](#) ▾

[Travel Accident Insurance](#) ▾

INCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Risk Management & Safety



MENU

UVM RISK MANAGEMENT AND SAFETY

Liability Risk Management

Contractual Liability and Contract Review ▾

Releases of Liability ▲

Signed releases of liability are recommended if the University sponsors an event or activity that is voluntary and/or potentially dangerous, or when outside groups use University facilities. Examples of this include ropes courses, field trips, sports participation or high school groups' use of labs or other facilities. Such releases are signed by either the participating organization or by individual participants (or their parents, in the case of minors). These releases reduce the University's liability and shift responsibility to the participant. Contact Risk Management to obtain or to review release forms.

• [Field Trip Acknowledge Risk Consent Form \(DOC\)](#)

Once signed, releases should be kept on file by the sponsoring department for six years after the event. If an injury occurs, notify Risk Management and forward the release form for that particular individual.

Insurance Requirements for Outside Vendors ▾

Certificates of Insurance ▾

Employee Practices/Educators Legal Liability ▾

Operations Liability ▾

Premises Liability ▾

INCIDENT & CLAIM REPORTING PROCEDURES

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TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Risk Management & Safety

Protection of Minors

UVM provides facilities and resources for numerous educational programs and other activities for minor students and children, taking place both on and off-campus, including:

- athletic, music or academic camps
- child-care programs
- 4-H activities
- secondary school student visits
- mentoring programs that involve private instruction
- admitted student overnight stays in Res Halls
- certain research activities
- other

In order to ensure the safety and mitigate the risk of harm to this vulnerable population,

- UVM has adopted a [Protecting Minors Policy \(PDF\)](#)

This policy requires sponsoring departments to:

- [Notify the Department of Risk Management and Safety about the program.](#)
- Consult with General Counsel regarding all contracts related to programs involving minors

| |
|---|
| INCIDENT & CLAIM REPORTING PROCEDURES |
| LIABILITY RISK MANAGEMENT |
| GENERAL UNIVERSITY INSURANCE PROTECTION |
| WORKERS' COMPENSATION |
| PROPERTY PROTECTION |
| PROTECTION OF MINORS |
| TRAVEL SAFETY |
| DRIVER TRAINING AND CERTIFICATION |



MENU

UVM RISK MANAGEMENT AND SAFETY

Travel Safety



THE WORLD'S LEADING MEDICAL & TRAVEL SECURITY ASSISTANCE COMPANY

We are in the business of saving and protecting lives from more than 850 locations in 92 countries. 11,000 employees, led by 5,600 medical professionals service multinational companies, governments and NGOs globally.

[International Travel Guidelines](#) ▾

[Travel Accident Insurance](#) ▾

[Field Trip Safety](#) ▾

INCIDENT & 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

Driver Training and Certification

UVM students, faculty, and staff are eligible to become Certified Drivers. Certified Drivers are covered under UVM's auto insurance when driving UVM owned, leased or rented vehicles while conducting University business.

[CHECK YOUR DRIVER CERTIFICATION STATUS](#)

Driver Certification is required for:

- All UVM students who drive UVM owned, leased, or rented vehicles
- UVM faculty and staff where driving is indicated as an essential function of your job per the Human Resources Job Description Form
- UVM faculty or staff who drive University owned, rented or leased vehicles six or more times per year
- All UVM faculty, staff and students driving a 8-12 passenger van (vehicles larger than 12 passenger vans are not allowed)
- UVM faculty or staff who drive UVM students

It can take up to 30 days to complete the certification process. Please ensure that you have allocated sufficient time between the date you send your driver training application and the date you need a vehicle.

[Steps to Become a UVM Certified Driver](#) ▾

[First Training](#) ▾

[Second Training](#) ▾

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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

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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

CAMPUS AND WORKPLACE SAFETY

WASTE DISPOSAL AND MANAGEMENT

Quick Links

- [Chemical Spill Response](#)
- [Driver Training and Certification](#)
- [Reporting Incidents and Concerns](#)
- [Roles and Responsibilities](#)
- [Safety Policies and Plans](#)

Risk Management & Safety

MENU

UVM RISK MANAGEMENT AND SAFETY

Health and Safety Roles and Responsibilities

"An overarching goal is to ensure those individuals who develop and hone their scientific research skills within [our] academic research laboratories leave this university with the understanding that safety is a primary and core value in [our research] activities and that these individuals will embrace and promote those safety culture values throughout their professional careers."

- *Stanford University Advancing Safety Culture in the University Laboratory*

Workplace Safety Responsibilities

The University of Vermont is committed to supporting the safety, health, and welfare of our campus community. The elimination or reduction of accident-related illness, injury, and property and environmental damage is a cooperative effort and an important one. Only if safety is practiced by all can the university meet these obligations and provide a safe and healthy environment for members of this community.

To successfully achieve UVM's goal of Academic Excellence, individual members of our campus community must understand their roles and accept responsibility as described in UVM policies and plans. These are summarized in the links on this page. Please use the resource of UVM's Safety web site to increase your personal awareness and

Roles and Responsibilities

- [President and Provost](#)
- [Deans and Vice Presidents](#)
- [Chairs and Directors](#)
- [Supervisors \(and Managers\)](#)
- [Laboratory Supervisors \(Faculty and Principal Investigators\)](#)
- [UVM Employees, Students, and Visitors](#)
- [Safety Departments](#)
- [University Safety Committees](#)
- [Roles & Responsibilities](#)

University of Vermont Goals

[To] realize our vision to be among the

Risk Management & Safety

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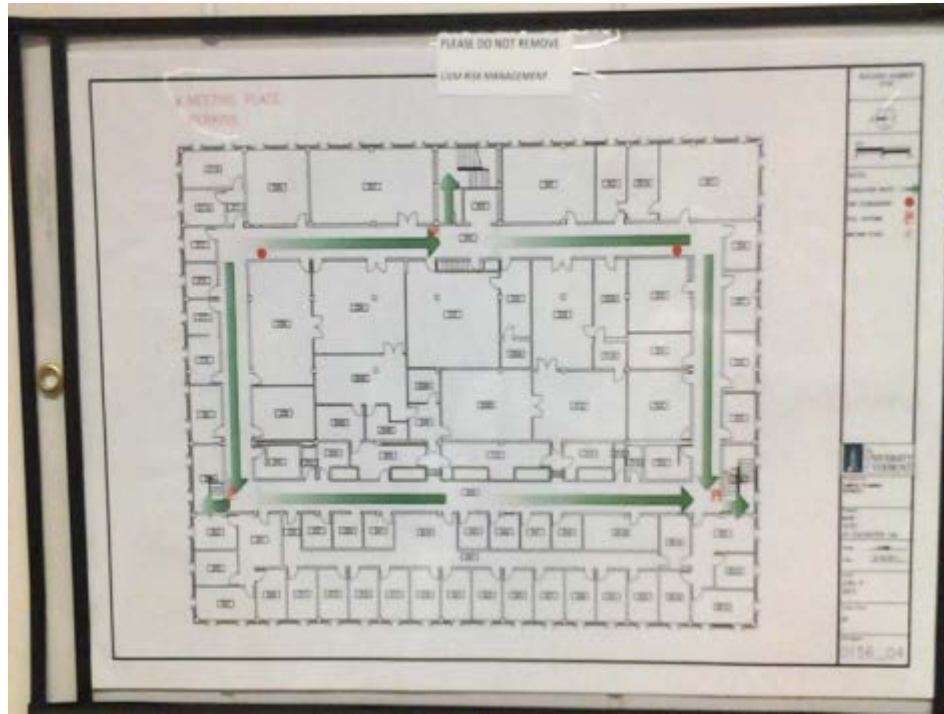
Campus Fire Safety Program



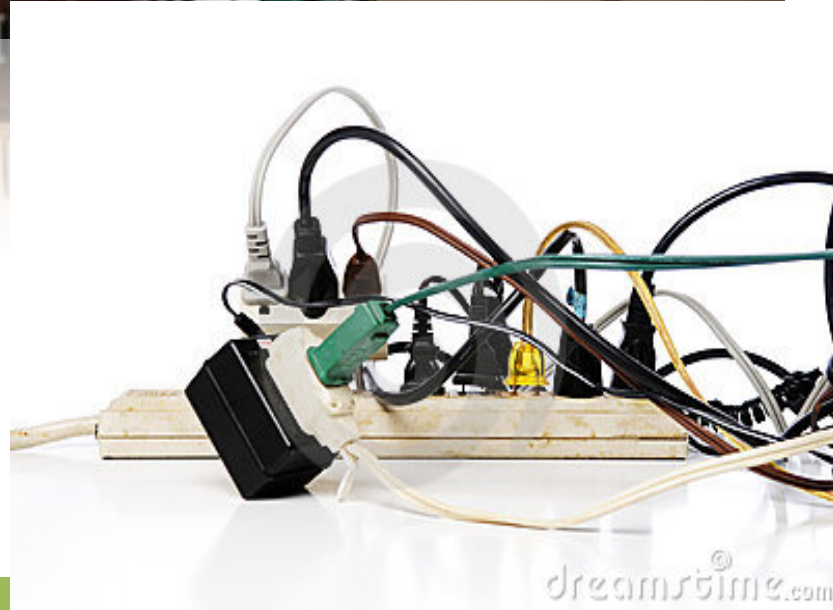
In the event of a fire:

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

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.

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 |
| CAMPUS AND WORKPLACE SAFETY |
| WASTE DISPOSAL AND MANAGEMENT |
| Quick Links |
| • <u>Chemical Spill Response</u> |
| • <u>Driver Training and Certification</u> |
| • <u>Reporting Incidents and Concerns</u> |
| • <u>Roles and Responsibilities</u> |
| • <u>Safety Policies and Plans</u> |

Risk Management & Safety

Safety in Laboratories

Laboratory
you through
Good Science

1. Register The Laboratory

Lab Supervisors must register their labs online. This means completing a personnel roster and inventory of the hazards present. This ensures that emergency responders can identify the emergency contacts and hazards in your lab(s). Update this information at a minimum of every 6 months or as hazards or personnel change. Supervisors may designate a Lab Safety Officer to maintain this registration.

will guide

2. Identify Hazards and Assess & Control Hazards

Hazards in the lab must be identified by the supervisor (or someone delegated by the supervisor), and everyone must understand the hazards of what they will be using. Document how the hazards will be controlled using engineering controls, administrative controls, and personal protective equipment. Tools to help with documentation include Chemical Use Planning Forms, research protocols, Standard Operating Procedures, and other hazard assessments.

3. Train and Inform

Each lab worker must complete training regarding hazardous materials, laboratory procedures, equipment, the means to control the hazards, and emergency procedures. Lab Supervisors are responsible for ensuring that all lab personnel receive appropriate training.

4. Maintain the Lab Safety Notebook

Lab Supervisors use the Lab Safety Notebook to store safety-related documents such as Safety Data Sheets, training records, self-inspection checklists, etc.

5. Inspect the Lab Monthly

Lab Supervisors are required to complete and document a self-inspection of the lab(s) each month. Supervisors may designate others to help complete the inspection.

6. Manage Lab Wastes

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

7. Prepare for Emergencies

Each person in the lab needs to be prepared to respond to an emergency. Plan ahead to help minimize injury to personnel, damage to equipment and facilities, and potential for a release of hazardous materials to the environment.

UVM's Safety Coordinators



**Sonia Godoy-
Tundidor**



Vikki Carhart



Lee Diamond

Risk Management & Safety

Environmental Health and Safety



At IVM, 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
OPERATIONS

SAFETY IN THE ARTS AND THEATRE

SAFETY FOR FIELD WORK AND FARM
OPERATIONS

CAMPUS AND WORKPLACE SAFETY

WASTE DISPOSAL AND MANAGEMENT

Tick Links

- [Chemical Spill Response](#)
- [Driver Training and Certification](#)
- [Reporting Incidents and Concerns](#)
- [Roles and Responsibilities](#)
- [Safety Policies and Plans](#)

Evaluate Health & Safety Issues



Customized Ergonomic Assessments by MAT

Risk Management & Safety

Environmental Health and Safety



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Regulated Hazardous Waste Management



Main Campus Accumulation Area



Regulated Hazardous Waste Management continued...



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

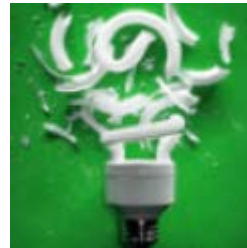
Email us at waste@uvm.edu



**Aerosol
cans**



**Paint or
Paint supplies**



**Broken
bulbs**

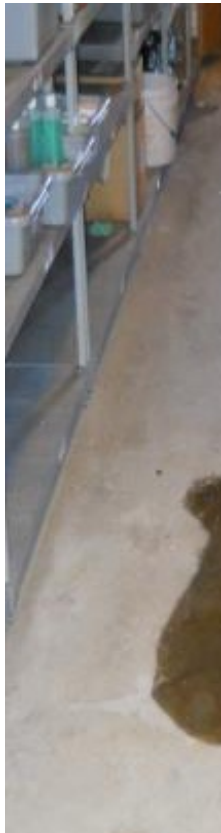


**Glycols
(antifreeze)**



**Oil or oily
debris**

Hazardous Spill Response



Chem
Lab C



February 2014 – Number 6 Oil Spill



Emergency Reporting

Emergency Response at UVM

In Case of a Fire or Immediate Threat of a Fire

1. Pull the building fire alarm.
2. Evacuate the building through the nearest safe exit (elevators are **not** considered safe exits during emergencies); close the doors you use as you leave.

Note: The Fire Department has the power to direct UVM Police to arrest and/or physically remove people who do not leave the building when the fire alarm has been activated or an emergency has been reported.

3. Contact UVM Police at 911 from a safe place to let them know the details of the situation.
4. You may reoccupy the building when allowed by fire, police or authorized University personnel.

In Case of an Injury or Medical Emergency

Call 911 to reach UVM Police Services;
They will immediately dispatch appropriate emergency medical services.

In Case of a Major Chemical, Biological or Radiation Spill

If the spill is an emergency (the spill creates health symptoms or forces the evacuation of the room), call UVM Police Services at 911. They will dispatch Burlington Fire Department and Environmental Safety personnel to evaluate the scene.

If the spill is not an emergency (you need help cleaning up the spill, but can wait a few hours before it is done), call Service Operations, select 1, and ask them to page Environmental Safety staff for help in managing the spill.

In Case of Non-Emergency Critical Service Needs

If you have an unusual building situation that is not an emergency but which requires attention as soon as possible (for example, unusual odors without associated health symptoms) call Service Operations at 656-2560 and select 1 to reach an operator. On scene response to these critical requests occur within 30 to 60 minutes.

Incident Reporting



MENU

UVM RISK MANAGEMENT AND SAFETY

Incident & Claim Reporting Procedures

It is everyone's responsibility to promptly report any accidents, injuries, incidents of concern or damage to property to Risk Management in a timely fashion. In the event of an emergency, call 911 or contact Police Services at 656-3473 if you are on campus. Please review and familiarize yourself with the information below before an incident occurs.

[Work-related Injury of UVM Employee](#) ▾

[Injury of Students and Non-UVM Affiliates](#) ▾

[Automobile Accident Involving a UVM-Owned or Leased Vehicle](#) ▾

[Property Damage](#) ▾

[Reporting of Concerns, Near Misses or Other Incidents](#) ▾

[Employee Rights in Reporting Workplace Hazards and Concerns](#) ▾

[Anonymous Reporting](#) ▾

INCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION



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. Identify the risks that apply to you and your work (hazardous materials, travel, minors, supervising drivers, using equipment, etc.).
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