Harvard T.H. Chan School of Public Health
Research Administration
Business Process – PROVOST REVIEW CRITERIA
(external)

Effective: 7/19/2017
Revised:

Purpose: The University's Provost Office through its Office of the Vice Provost for Research (OVPR) and Office of the Vice Provost for International Affairs (OVPIA), requires that all projects, in addition to whatever regular review steps are used, be considered against the list of ten key areas of concern for the Provost Office. This is to ensure that University leadership is aware of projects falling under one or more of the ten criteria they have identified. These ten areas are collectively called Provost Criteria and can be found here: https://osp.finance.harvard.edu/provost-criteria.

Standards of Service: Any project being considered that falls under one or more of the Provost Criteria needs approval from OVPR and/or OVPIA. These offices review concurrently and in conjunction with each other when necessary. They require a five (5) business day advanced period prior to submission to review each project. This is the minimum period, as some projects may require some additional time for discussion between SPA, the PI/Dept, HSPH Dean's Office, OVPR, and/or OVPIA. Projects of a particular scope may need to go to HSPH's Committee on International Projects (CIPS) and/or the University's Committee on International Projects (UCIPS) and as such review will need to start quite early in the process.

Process Steps:

Step	Role	Task/Activity
1	GM	Assesses, in conjunction with PI/ADF, a potential submission against the criteria as early as possible in order to comply with the 10/7/5 business day proposal review deadlines. ***Exception request approval does not provide an exemption from the five (5) day minimum Provost review requirement.***
2	GM	Communicates with SPA/SRA about the submission and which criteria are involved
3	SRA	Looks at the current draft documents to either confirm or modify Provost Criteria assessment
4	SRA	If Provost Criteria present, then SRA communicates with their AD and notifies Sr. AD
5	SRA/AD	Communicates to GM possible edits and/or information regarding Provost Criteria and the submission
6	GM/PI	Update proposal documents, as needed, for submission to SPA no later than ***noon*** on the 5th day
7	SRA/AD	Prepares proposal documents and email to Sr. AD for submission to Provost Office
8	SRA/AD	Communicates response to GM/PI and coordinates follow up back to Sr. AD if necessary
9	SRA	Once approved by Provost Office, uploads review comments/approval into GMAS segment document repository

It is the Grant Manager's/Acad Dept's responsibility to be aware of and apply the initial Provost Criteria assessment to a potential proposal and notify SPA as soon as possible of the potential need for Provost Office review. The above steps may require consultation with the School's Dean's Office or others prior to, during, or after Provost Office review. These additional steps shall be kept in mind and discussed with SPA.

Provost Criteria Review AID ☑️

Criteria 1   **Budget Amount**

   (1) **US based projects** - has a cumulative budget >$10 Million direct costs.
                                      (or)
   (2) **International projects** - has an annual $3 Million direct costs.

Criteria 2   The project involves the public use of **Harvard University or Harvard Chan School name and/or trademark.**
For use of either obtain prior approval from School Dean via Eileen Nielsen (enielsen@hsph.harvard.edu).
http://provost.harvard.edu/use-harvard-names-and-insignias

Criteria 3   The project supports the establishment of any new international site, specifically:
   (1) Real Estate (offices or research space) leased to Harvard for 6 months or more.
   (2) If Harvard staff, postdocs, students, affiliates, or independent contractors are assigned for 6 months or more.
   (3) If it involves travel in or hiring in a High Risk region according to the Harvard Global Support Services (GSS) website: https://www.globalsupport.harvard.edu/travel-tools/risk-ratings
   • **NOTE**: if any of these apply there may be budget implications. Please contact Harvard GSS.

Criteria 4   The project is **international and involves human** subjects' research (expedited/full
IRB review). If this is the only criteria, it may be reviewed at time of award, instead of submission.
   • **NOTE**: SRA to put comment in Segment Home Page, Approvals, Human participation IRB: "Reminder—Submits to provost at Award stage."

Criteria 5   The project involves, or is allied with, the **direct provision of medical or clinical Treatment/Services.**
   • **NOTE**: Harvard does not provide medical care; however, clinical trials or clinical research may fall under this criteria. If so, please contact your SRA.

Criteria 6   More than **50% of the budget** will not be expended at Harvard, but will be expended
through vendors, non-Harvard staff, or subcontractors.

   • Exception: Harvard-affiliated hospital(s) is not factored into the calculation -- See list of affiliates in Provost Criteria Policy on HLCRA website. (Link: http://hms.harvard.edu/about-hms/hms-affiliates)

Criteria 7   Project has substantial risk of violating Harvard's **anti-discrimination policy.**

   • **http://diversity.harvard.edu/pages/statement-equal-opportunity-laws-and-policies**

Criteria 8   Sponsor or project may present a serious **reputational risk or adverse publicity** to
Harvard.

Criteria 9   Project involves activities with **inadequate/uncertain program, financial, or managerial infrastructure,** especially outside the U.S.

Criteria 10   Project involves a **scope, scale, or type of work beyond Harvard's teaching and research mission** or deemed **unusual/complex.**

Provost Link: http://osp.finance.harvard.edu/provost-criteria