

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 61-101**

10 JUNE 2002

Scientific/Research And Development

RESEARCH ADMINISTRATION



COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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OPR: AFIT/EN (Dr. Robert A. Calico, Jr.)
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This regulation expounds the philosophy of research at the Air Force Institute of Technology (AFIT). It also sets forth the policy for administration of research, and defines the responsibilities of the research office.

SUMMARY OF REVISIONS

This revision deletes responsibilities of the Institute Senior Dean (CA), changes the OPR to AFIT/CF, and restricts the instruction to the AFIT resident graduate schools.

1. Philosophy of Research.

1.1. A hallmark of a quality institution of higher education is the strength of its research. The quality of research requires creative faculty, strong administrative support, and supporting resources easily available to researchers. It is the responsibility of the institution to provide a supportive environment in which to conduct research.

2. AFIT Policy on Research. AFIT, as a graduate institution of higher education, must achieve and maintain national recognition. To this end, it is the policy of AFIT to encourage quality research by its faculty and students and to administratively assist these activities at all management and executive levels of the Institute.

3. Research Organization.

3.1. The graduate school will establish a research office to support and facilitate research. The head of the school's research office, the Associate Dean for Research, shall be responsible for advocacy and administration of research.

3.2. The school will develop and implement instructions and procedures to provide support for faculty and students in carrying out research.

4. Responsibilities of the Associate Dean for Research. The school's research office will advance and facilitate research within the school to include the following:

4.1. Provide advice and assistance to the dean and department heads on all matters relating to research.

4.2. Advocate initiatives designed to improve the research environment, capabilities, and facilities of the school and AFIT.

4.3. Encourage and facilitate the formation of collaborative research groups among the faculty, technicians, and students.

4.4. Oversee the integration of new faculty members into research activities at AFIT, to include ensuring that each new faculty member has a research sponsor.

4.5. Seek sponsors and external funding for research projects.

4.6. Maintain a research information conduit between AFIT and the potential users of research services of the school.

4.7. Coordinate the solicitation and dissemination of proposals for research support, including proposed thesis topics.

4.8. Encourage faculty contacts and participation in joint research with other universities, research organizations, and industry.

4.9. Assist faculty in the preparation of research grant proposals.

5. Administrative Responsibilities of School Research Offices.

5.1. Maintain a current listing of areas of professional competence for the faculty.

5.2. Prepare and publish annually an AFIT Research Activities Report.

5.3. Establish a log of numbers for research technical reports by school and year, e.g., AFIT-LA-88-10.

5.4. Approve and maintain a file of sponsor-funded research budgets.

5.5. Maintain, with AFIT/RP advice, files and financial records necessary for the auditing of each research project.

5.6. Develop measures for and document capital savings and cost avoidance through research.

5.7. Develop memoranda of agreement and understanding with government agencies and Cooperative Research and Development Agreements with private agencies following the advice of appropriate legal authorities for approval by the Dean and review by the Commandant. A copy of the signed agreement will be sent to AFIT/RP.

5.8. Process requests for payment of page charges as provided in AFR 80-4/AFIT Sup 1, Air Force Policy on the Support of Research.

5.9. Provide oversight and coordination of the distribution of theses, dissertations, and technical reports.

5.10. Inform, through the Command Section or directly if authorized, senior Air Force leaders and functional managers about cost avoidance and capital savings stemming from AFIT's research activities.

5.11. The head of the research office of the Graduate School of Engineering, under the direction of the dean, will be responsible for:

5.11.1. The Memorandum of Understanding with the Air Force Research Laboratory on the working relationship in support of research.

5.11.2. The Memorandum of Agreement with the Air Force Office of Scientific Research on the AFIT Research Support Fund.

5.11.3. All Cooperative Research and Development Agreements developed at AFIT.

5.11.4. Serving as AFIT's Office of Research and Technology Application to oversee the domestic technology through programs under AFI 61-301, The Domestic Technology Transfer Process and the Offices of Research and Technology Application.

MICHAEL L. HEIL, Colonel, USAF
Commandant
Air Force Institute of Technology