



## **Administrative Policies**

### **Overview, Regulatory Support and References:**

Policy manuals are made to reflect what we should do and what we do should be reflected in Policy manuals. Policies provide the framework for consistent behavior and a uniform methodology for dealing with situations. The following policy manual allows people to get on with their jobs and not have to keep on discussing and re-discussing the same issues every time they arise (i.e. thought out decision can be applied to many similar cases efficiency).

Regulations and their standards of conduct concerning research change over time therefore policies should either lead or immediately follow these trends. Not only must policies be revised, but people must also be familiar with them and able to comply with them as they are revised.

Ideally all this can be accomplished; however the real world demonstrates that policies are deviated from either intentionally or unintentionally. This may result from a simple misinterpretation of the policy, lack of knowledge of the policy, disregard of the policy or the simple inability of a manual to address every potential situation. Training may prevent unintentional deviations. Deviations should be documented, reported and resolved if possible.