

## **Guidance on Organization**

In addition to performing good research, it is necessary to document the research and verify the research results in a manner that allows unquestioned use by the funding organization.

The university organizational structure and assignment of responsibilities shall be defined and documented such that: (a) quality is achieved and maintained by those who have been assigned responsibility for performing work; and (b) quality achievement is verified by persons not directly performing the work. Persons responsible for ensuring that appropriate controls have been established, and for verifying that activities have been correctly performed, need sufficient authority, access to work areas, and freedom to: (a) identify problems; (b) initiate, recommend, or provide corrective action; and (c) ensure corrective action implementation.

The university shall have an organization chart or description that can be provided to demonstrate the positions responsible for performing research, their supervision, and the relationship to funding organization. If organization charts are not available, at a minimum a documented interface between the researchers, faculty support groups and funding organization shall be provided.

All universities that perform work for NEUP shall define their overall Project structure and who has the overall responsibility and authority to direct and stop work. These responsibilities may be delegated to member staff and students, but these delegations should be documented.