

**University of New England
Institutional Review Board (IRB)**

THE ROLE & RESPONSIBILITY OF THE FACULTY ADVISOR: UNE IRB GUIDANCE

What is the Faculty Advisor's role in student-conducted research?

The Faculty Advisor (FA) and the student share the responsibility for the ethical conduct of student research. The FA is responsible for ensuring that research activities involving human subjects are reviewed and approved by the UNE IRB *before* they are initiated. The FA is expected to take an active role in student research activities and provide supervision for the duration of the project. The FA is professionally responsible for all research activities and must review, approve, and sign the student's research protocol prior to submission to the IRB. When a Faculty Advisor signs a student's protocol application, the FA commits to meeting their responsibilities as outlined in this guidance.

What are the responsibilities of the Faculty Advisor (FA) in student-conducted research?

1. **Take an active role.** From the time a student researcher begins to prepare their research proposal for submission, to the time the student has completed their research, the FA is expected to serve an active role throughout the entire process. This includes assisting students when they are presented with questions and comments from the IRB during the review process.
2. **Be informed of IRB requirements.** Contact the IRB to discuss policies and procedures for obtaining IRB review before the student initiates any research activities. FA's are expected to be familiar with the institutional requirements for the conduct of human subjects research.
3. **Complete the required CITI Training.** FA's are expected to be familiar with the ethical and regulatory requirements pertaining to research with human subjects.
4. **Know what must be reviewed.** Any research with human subjects at UNE, and/or conducted by any UNE personnel, requires some level of review/determination from the IRB. If you are unsure about what level of review the student's planned activities will require, it is your responsibility to contact the IRB for guidance.
5. **Assist students with protocol submission.** When proposed activities constitute research with human subjects, it is the responsibility of the FA to assist students in preparing and reviewing materials to be submitted for IRB review and ensuring that the submission meets the requirements for review as indicated in the protocol form. FA's are responsible for reviewing the scientific integrity of the project, as well as ensuring that all requested materials are present in a submission, and that such materials are of reviewable quality.
6. **Educate students.** FA's are responsible for communicating to the student the role of the IRB and the ethical importance of research review. Students must also complete the required [CITI training](#) for human subjects research prior to submitting an application to the IRB.
7. **Maintain high ethical standards.** FA's ensure that projects are conducted to the highest ethical standards and that students understand and implement these ethical standards in the conduct of the research.
8. **Help students navigate the IRB process.** FA's contact the IRB to determine what the requirements are for submission to the IRB and help students to understand the UNE IRB process. FA's should serve as the primary contact between the IRB and the student researcher.
9. **Oversee changes.** FA's should ensure that before a change is initiated to an approved protocol, an amendment outlining the proposed changes has been approved by the IRB. All changes/amendment submissions must be reviewed and signed by the FA before submission to the IRB.
10. **Report any adverse events** or other research-related problems to the IRB as soon as possible.
11. **Ensure that continuing review requirements are satisfied** when applicable.
12. **Ensure that the study is closed** at the conclusion of the study.