

CUNY HRPP Policy: Faculty Advisor or Research Program Director Responsibilities

1. Overview

A faculty member or research program director who agrees to serve as the faculty advisor to a student or postdoctoral researcher is an active mentor to the student and shares responsibility for ethical conduct of the research and compliance with applicable laws, regulations and CUNY policies.

2. Ethics and compliance

- Prior to the student's or postdoctoral researcher's involvement in human subject research, the faculty advisor or research program director is responsible for:
 - Discussing general principles of research ethics with the student or postdoctoral researcher;
 - Discussing the principles of [The Belmont Report](#) with the student or postdoctoral researcher, with the intent of guiding the student or postdoctoral researcher in ethical conduct of research involving human subjects;
 - Ensuring that the student or postdoctoral researcher is familiar with any federal regulations, State laws and CUNY policies that are applicable to his/her research;
 - Assisting the student or postdoctoral researcher in determining whether his/her research requires CUNY HRPP or IRB review and approval; and
 - Guiding the student or postdoctoral researcher through the IRB application and review process.

- During the conduct of the research, the faculty advisor or research program director is responsible for ensuring that the research is being conducted in compliance with:
 - Applicable federal regulations, State laws and CUNY policies; and
 - CUNY UI-IRB approved protocol; and
 - Any stipulations imposed by the CUNY IRB.

3. Research Design and Planning

During the research design and planning phase, the faculty advisor or research program director must:

- Assist the student or postdoctoral researcher in designing a research project that is appropriate to the student's or postdoctoral researcher's level of training and experience;
- Ensure that the student or postdoctoral researcher allocates sufficient time to obtain HRPP exemption from IRB review or IRB approval, as appropriate; and
- Oversee the student's or postdoctoral researcher's preparation of the HRPP or IRB application. A clear, complete and consistent application package will result in a more efficient review process.

4. Oversight

The faculty advisor or research program director is responsible for monitoring student and postdoctoral researcher's progress, so as to ensure that:

- The research is being conducted in a compliant and ethical manner, as defined in section 2 above;
- All modifications to the HRPP exempt or IRB approved protocol are submitted for review and approval prior to their implementation; and

- Any unanticipated problems or adverse events are reported to the IRB in accordance with CUNY HRPP policy.
- A complete and accurate Final Report is submitted to the IRB at the conclusion of human subject research activities.