PURPOSE / SCOPE:
The ICOM mission requires a dedication to research and scholarly activity. Many regulations govern the conduct of research and ICOM is firmly committed to comply with all local, state, and federal regulations that apply to research activities. To promote compliance with these regulations and to help faculty and students learn their responsibilities, ICOM requires research training from all research study personnel and Research Committee approval of all research projects. After the training is complete and the Research Committee approves the project, approval from other review boards may be required. This document describes the policies and procedures to ensure research training and compliance.

DEFINITIONS:
- N/A

POLICY AND PROCEDURE:
Before a research project is approved by the Research Committee, ICOM faculty and students must complete training or be current in previously completed training relevant to their research project. Training requirements are specific to the type of research being conducted and the role of the faculty member or student in the project. A current list of required training is kept by the Chair of Research and the Laboratory and Safety Compliance Manager. Faculty and students may contact either of these individuals to determine training requirements. Depending on the research project and the role in the project, the required training may include responsible conduct of research, research with human subjects, clinical research, and/or laboratory safety. Most of the training is administered through the CITI program but some required modules may be assigned from other sources.

Once training is complete, faculty members and students may request Research Committee approval for a research project by completing the ICOM Research Project Review Form. This form is submitted by the Principal Investigator (PI) to the Chair of Research. The Research Committee reviews this form to suggest modifications that may elevate the scientific or biomedical rigor of the proposed project, evaluate potential conflicts of interest, protect the ongoing good reputation of the institution, and ensure institutional procedures are established to help the PI comply with applicable regulations and best practices including those for chemical hygiene and hazard prevention. The PI is encouraged to discuss the project with any member of the Research Committee before submission. After review by the committee, the PI will be notified in writing of the committee’s decision regarding the application. When an affirmative decision is communicated, the PI may be directed to obtain approval from additional compliance review committees or fulfill additional responsibilities. Research cannot begin until these approvals have been achieved or responsibilities have been fulfilled. Additional approvals and responsibilities include:
For human subjects research, the principal investigator will be directed to submit an application to the Institutional Review Board (IRB). Once the IRB application is approved or determined to be exempt, the PI and the research team may begin work on the research project.

For laboratory research, the PI will be directed to submit an application to the Institutional Biosafety Committee (IBC). Once the IBC application is approved, the PI and the research team may begin work on the research project.

For all other research, the Chair of Research will specify in writing any additional training or requirements that may be necessary. Once approval is granted by the committee, the PI and the research team may begin work on the project.

After approval by the appropriate committee, the PI is responsible to ensure all compliance requirements are met, both during the study and after it is completed, including the submission of periodic reports. Each review committee will provide reporting requirements with its notification of approval. The PI is also responsible to follow any and all directives given by the IRB, IBC, or ICOM Research Committee that may arise during the conduct of the research project. Lack of compliance must be reported to the applicable review board in a timely manner. In the event of a verified report of lack of compliance, the Chair of the Research Committee will inform the Institutional Official for Research in a timely manner of the nature, scope, and potential consequences of the incident.

**POLICY OWNER:**

Chair of Research Committee

**CROSS REFERENCE AND SUPPORTING DOCUMENTS:**

(Provide links to other policies or materials identified in the policy.)

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Policy Category: Category
Policy Code: Code
Policy Effective Date: MM/DD/YYYY

<<NOTE: if an Academic or Student policy, add signature line for Dean/CAO>>>

June 16, 2020

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Dean/CAO

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Date