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**Cal Poly Pomona IRB**

**Responsibilities of a Faculty Advisor** *Academic Year 2020-2021*

In order to guide student researchers through a successful study, the [IRB](https://www.cpp.edu/research/research-compliance/index.shtml) recommends the faculty advisor to:

1. complete a Research Certification Form (as appropriate for Thesis/Project) – Contact your designated department
2. be sure that submitted information in the student PI’s protocol is methodologically sound, accurate, and complete *prior to the student PI submitting the protocol through Cayuse*. The IRB highly recommends that all student PIs submit their protocol to their faculty advisor as a Word document for discussion and revision before inputting into the Cayuse system as to expedite the review process.
3. provide the student with your current, valid CITI training certificate so they may upload it into Cayuse.
4. certify the submitted protocol through the Cayuse system *after* you have reviewed it for accuracy and completeness. Administrative Review cannot begin until faculty sponsors have certified the submission. (An email is sent to the faculty sponsor from Cayuse when the submission has been submitted and is ready for certification.)
5. ensure that the student PI promptly responds and supplies the IRB with requested information and revisions during the review process.
6. ensure that the student PI does not begin the study until AFTER IRB WRITTEN APPROVAL is granted.
7. meet regularly with the student PI to monitor the study. If you are not available to advise the student PI’s research in person or by email/phone/video conference (during vacations, sabbaticals, etc.), you will arrange for another faculty sponsor to carry out your responsibilities and will inform the IRB office of the change.
8. ensure that after initial IRB approval is granted, the student PI obtains WRITTEN APPROVAL from the IRB prior to implementing *any* changes during the research covered by the study approval. Amendments/modifications may be requested through the Cayuse system. (link to amendments/modifications)
9. ensure that the student PIs conduct their study in accordance with *all* CPP IRB policies, guidelines, and approvals and federal, state, and local laws that relate to research involving human participants. Policies may be found within this manual).
10. ensure that the student PI immediately reports to the IRB any problems (e.g., complaints, injuries, adverse events) involving risks to participants. (To submit an adverse event report through Cayuse, use the "**+ new submission**" button and choose the option "**Incident**".)
11. ensure that the student PI complies promptly with IRB requests to completely suspend, withdraw, or terminate this study’s research activities.
12. will ensure that the student PI’s research activities will cease by the study’s expiration date and the is study closed in Cayuse, or a renewal is applied for through Cayuse.
13. An unaffiliated student investigator may independently want to obtain a co-pi (aka “facilitator”) to assist with logistical matters, such as providing access to records, making available research facilities or space, obtaining contact information for faculty, staff, or students of Cal Poly Pomona, or distributing materials with which to recruit participants. Depending upon the extent of the involvement (e.g., actual data collection), the IRB may place obligations on the Co-PI (e.g., requiring training in human subjects’ research). The unaffiliated investigator must understand that neither the IRB nor its staff can become involved in the actual conduct of the research. Such involvement would include, for example, recruiting participants, obtaining consent, and distributing surveys.