Wayne State University
Institutional Review Board (IRB)

WSU IRB Administration Office
87 East Canfield, Second Floor
Detroit MI, 48201
313-577-1628
research.wayne.edu/irb

Roles & Responsibilities of the Faculty Sponsor/Mentor:

When the Principal Investigator (PI) of a research study is a resident, fellow, trainee, student, part-time faculty, adjunct faculty (heretofore referred to as the student/resident PI), a faculty advisor/mentor/sponsor is required.

Throughout this guidance, we refer to this role as faculty sponsor/mentor. The Wayne State University's Human Research Protection Program holds the faculty sponsor/mentor responsible for the overall management of an approved research protocol in conjunction with the student/resident PI.

Elements of the Faculty Sponsor/Mentor's Management of Approved Research Protocol's

Management of the research encompasses the ethical, administrative, fiscal, and applied elements of a project. Faculty sponsor/mentors are required to:

- Guide and mentor the student/resident PI in a **culture of responsible research and ethical practice**, including the requirements of the IRB and the required Responsible Conduct of Research course conducted by the graduate school.

- Collaborate with the student/resident PI during the preparation of a research protocol and IRB submission.

- Ensure the student/resident PI and faculty sponsor/mentor have adequate training and experience to conduct the research in accord with the protocol, including, but not limited to any cultural sensitivities, cultural norms, and/or dialect spoken.

- Fulfill the IRB's human participant research training requirements (See the IRB Mandatory Training website for more information about training requirements).

- Ensure the student/resident PI understands the responsibility of being a PI in human participant research and has reviewed and agrees to comply with IRB Policy 6-1 Principal Investigator: Roles and Responsibilities

- Review the student/resident PI's research plan to ensure the proposed research fulfills the following criteria:

  o Scientific and ethical aspects are appropriate for the study design,

  o Complies with the ethical principles outlined in the Belmont Report, all applicable human participant (subject) research federal regulations including 45 CFR 46, university policies including HRPP/IRB policies and other applicable federal or state laws,

- o Protects the rights and welfare of human research participants,

- o Confidentiality and security of all information obtained from, and about human participants is maintained,

- o Privacy of human participants is maintained.

- Be familiar with the WSU IRB submission requirements, submission process, the IRB's review process and IRB guidance and resources available to investigators.

- Report any real or potential conflicts of interest (COI) in compliance with the conflict of interest policies:
  - o Research Integrity COI website
  - o IRB Policy 14-1 Conflict of Interest: Principal Investigator/Key Personnel

- Review materials prepared by student/resident PI for IRB review and complete required actions before submitting to the IRB. (Obligations & COI Statement)

- Consult with the student/resident PI on a regular basis to monitor research progress. Regular monitoring of the research process should include the following:

  - o Continued compliance with the ethical principles of the Belmont Report, university policies including IRB policies, applicable federal regulations and state and local statutes,

  - o Continued maintenance of confidentiality and security of all information obtained from and about human participants,

  - o Continued maintenance of the privacy of human participants,

  - o Ensure all required subsequent submissions such as amendments, unanticipated problems, and other reportable events, continuation/renewal/status updates and closure reports have been reviewed and approved by the IRB,

    - **Note:** A study closure/final report may be submitted by the faculty sponsor/mentor if the student/resident PI is no longer with the institution and cannot be successfully reached. The faculty sponsor/mentor must notify the Chair/Dean whenever a closure/final report must be submitted for the student/resident PI.

  - o Ensure student/resident PI promptly reports any reportable events to the IRB in a timely manner according to the IRB Policy 13-1 Unanticipated Problems and Other Reportable Events

Wayne State University Graduate School Graduate Faculty Appointments:

https://gradschool.wayne.edu/faculty/faculty-appointments

APA Publication May 2017: Advice for gaining Institutional Review Board (IRB) approval on research projects with students; Mentoring students through the IRB process.

https://www.apa.org/ed/precollege/ptn/2017/05/institutional-review-board