SECTION: Scholarly Activity
TOPIC: Authorized Institutional Official for Research
Approved:

Policy: B8500
Approval Date: 5/6/2016
Revision Date: 6/22/2026

POLICY

The Burrell College of Health Sciences shall designate an Authorized Institutional Official for Research (IO) to serve as the institutional point of responsibility for the oversight of research and research related regulatory compliance which includes the Human Research Protection Program, the Animal Care and Use Program, Institutional Biosafety Program and all other areas of research where state and/or federal oversight is required.

RESPONSIBLE OFFICIAL(S):

College President

PROCEDURE:

1. The College President shall function as the IO but may choose to appoint an IO and delegate authority.
    a. If the President does not function as the Authorized Institutional Official for Research, the President must delegate the authority to an appropriately qualified individual in writing. The delegated individual should be the equivalent of a dean, associate/assistant dean, director of research, or other individual with campus wide responsibility who is empowered to speak for the Burrell College of Health Sciences on matters involving research. Examples of individuals who should not be appointed, since they cannot speak or act for the entire institution are: department chair, division heads, research coordinator, and so forth.
    b. In accordance with federal guidelines, the IO shall have legal authority to act and speak for the College and shall ensure that the institution effectively fulfills its research oversight function.
2. **General Administrative Responsibilities of the Institutional Official**
    a. Designating one or more campus wide committees including the Institutional Review Board, Institutional Biosafety Committee, Institutional Animal Care and Use Committee, and/or Radiological Safety Committee(s) capable of meeting the requirements of research covered by the College Federal-Wide Assurance for the Protection of Human Subjects, the Animal Welfare Assurance, the Institutional Biosafety Committee Registration, and/or any other required institutional registrations for research conducted at the Burrell College of Health Sciences.
    b. Providing sufficient resources, space, and staff to support the IRB's, IACUC's, and IBC's review and record keeping duties;
    c. Providing training and educational opportunities for the Review Committees and investigators;
    d. "Setting the tone" by promoting an institutional culture of respect and conscience, so that the ethical conduct of research is supported at the highest levels of the organization;
    e. Ensuring effective institution-wide communication and guidance on research and scholarly activity conducted at the College;
    f. Ensuring that investigators fulfill their responsibilities;
    g. Encouraging all staff engaged in the conduct or oversight of human subject research to

participate in education activities;

h. Serving as a knowledgeable point of contact for OHRP and other federal agencies, or delegating this responsibility to another appropriate individual.

3. The IO may not delegate the following responsibilities:
    a. Signatory Authority for any federal or agency assurances involving research;
    b. Reporting
    c. Completing any requisite Assurance training for Institutional Officials;
    d. Ensuring that chairs and/or members of the compliance committees have direct access to the IO if they experience any undue influence or have any concerns about the function of compliance committees;
    e. Ensuring that adequate resources are provided to support the operations of federally required compliance committees.
4. The IO may not, under any circumstances, approve research that has been disapproved or has yet to be approved by the IRB, IBC, IACUC or any federally required and institutionally authorized research oversight body.

CROSS REFERENCE:

SECTION: Scholarly Activity
TOPIC: Authorized Institutional Official for Research
Approved:

Policy: B8500
Approval Date: 5/6/2016
Revision Date: 6/22/2026