BURRELL COLLEGE of OSTEOPATHIC MEDICINE

Office of Research & Sponsored Programs

Welcome to the Office of Research & Sponsored Programs (ORSP) at Burrell College of Osteopathic Medicine (Burrell College). Whether you're initiating a sponsored project, conducting independent faculty research, mentoring student scholars, or participating in collaborative scholarly activities, ORSP is here to support and guide you. We are proud to serve as a central resource for advancing research, promoting discovery, and fostering a vibrant academic environment for both emerging and seasoned investigators.

ORSP is committed to supporting Burrell College's academic community in advancing knowledge, cultivating a culture of ethical inquiry, and ensuring excellence in research and scholarship. We provide leadership in matters of compliance, research development, and programmatic support—helping to elevate all forms of scholarly activity in alignment with Burrell College's mission and our service to the broader community.

This guide is designed to provide an accessible and practical overview of ORSP and includes essential information and tools to help you navigate the services, policies, and procedures.

- **Meet the ORSP Team**
  Meet the team members who support research
- **Principal Investigator (PI) Eligibility**
  Understand who may serve as a PI, how eligibility is determined, and how to request approval.
- **Research Advisory Council**
  An overview of the council's role in shaping research strategy and providing faculty input on research-related matters.
- **Grants Administration**
  Overview of grants administration and the *Sponsored Projects Handbook*.
- **Human Subjects / Institutional Review Board (IRB)**
  Overview of the Burrell College IRB
- **Institutional Biosafety Committee (IBC)**
  Overview of Burrell College IBC
- **Research Compliance and Training**
  A summary of required training
- **Research Laboratories**
  Learn about the Burrell College Research Laboratories
- **Placing an Order through ORSP**
  ORSP ordering process.

We invite you to explore the resources available, and we look forward to partnering with you in pursuit of meaningful, responsible, and impactful research.

Meet the ORSP Team

The ORSP is led by a dedicated team of faculty and staff who have expertise in research development, compliance, and program administration. Together, they work to support the Burrell College research community and ensure the success of research and scholarly initiatives across all campuses.

- **Chris Hague, PhD**
  Assistant Dean of Research; Associate Professor of Pharmacology
  Director of Research Laboratory
  Dr. Hague provides strategic leadership for research and scholarly development, guiding institutional research priorities, compliance initiatives, and faculty advancement and oversees Burrell's research laboratory.

- **Thomas Eiting, PhD**
  Director of Student Research; Assistant Professor of Physiology
  Dr. Eiting oversees Burrell's student research programming and mentoring student-led research.

- **Cindy Ramirez, MA**
  Director of ORSP Administration
  Cindy oversees all aspects of sponsored project administration, including proposal budget planning, proposal development and submission, and post-award management.

- **Marisa Marioni, AS**
  ORSP Compliance Specialist
  Marisa manages institutional compliance for human subjects research, biosafety protocols, and regulatory training, serving as the IRB and IBC coordinator.

- **César Návar, MPH**
  Research Laboratory Operation & Safety Specialist
  Provides technical support to research projects, equipment, and laboratory processes.

- **Carol Perry**
  Administrative Assistant III
  Carol provides comprehensive administrative support to the ORSP team.

- **Kim Altamirano**
  Executive Assistant
  Kim supports sponsored projects by coordinating and facilitating budget-related procurement processes.

Principal Investigator (PI) Eligibility for Sponsored Research Programs

The Principal Investigator (PI) is the individual authorized by the College or sponsoring agency to lead, manage, and oversee the programmatic, scientific, or technical direction of a project. The PI bears primary responsibility for the design, execution, regulatory compliance, and financial stewardship of the project.

This guidance applies to all individuals seeking to serve-or currently serving- as a PI, Co-PI, or Project Director (PD) on any project or research initiative conducted under the auspices of Burrell College of Osteopathic Medicine. Unless otherwise noted, the term "PI" includes PIs, Co-PIs, and PDs. Eligibility to serve as a PI is based primarily on an individual's academic or professional appointment at the College.

The following are ***automatically eligible*** to serve as a PI when assigned dedicated research and scholarly activity time:

- Professor
- Associate Professor
- Assistant Professor

The individuals listed below may serve as a PI with prior approval from ORSP:

- Medical students (with a designated Burrell faculty mentor or advisor)
- Instructors
- Exempt staff (including technical and administrative staff)
- Volunteers (including adjunct faculty and clinical adjunct faculty)

For those individuals who do not meet the criteria for ***automatic eligibility*** and require PI status approval should contact ORSP at grants@burrell.edu. The office will coordinate the approval process. Once approved, PI eligibility is retained for future activities unless the individual's appointment or employment status at Burrell changes.

Note: PI eligibility must be confirmed by ORSP before submission of IRB or IBC protocols and must be documented during proposal development and institutional review.

Research Advisory Council (RAC)

The Research Advisory Council (RAC) advises the Dean regarding all procedures germane to the conduct of research by faculty, staff, and students at the College. Key responsibilities of the RAC include:

- Guiding the development of research policy, procedures, and strategic initiatives
- Equitable use of research facilities controlled by the College
- Distribution of intramural funds to support new and continuing research projects
- Serving as a liaison between the ORSP and faculty, staff, students, and researchers
- Maintenance of student research initiatives, including reviewing Summer Research Experience projects, student travel, and intramural funding requests
- Overseeing student research initiatives and the annual Medical Student Research Day
- Providing additional support and recommendations as needed

Grants Administration

The ORSP facilitates the submission of sponsored project proposals and ensures required institutional approvals are obtained prior to the submission of any extramural funding requests.
Individuals seeking external funding for research, scholarly, or programmatic efforts must adhere to the procedures outlined in the ***Sponsored Projects Handbook*** and detailed in RSP.020.

Human Subjects / Institutional Review Board (IRB)

The Burrell IRB is a federally mandated committee responsible for overseeing the safe conduct of human research at the College and implementing the rules and regulations attendant to such activities as may be required by regulatory authority. Its core purpose is to safeguard participants' rights, welfare, and privacy by ensuring that:

- Risks to participants are minimized
- Informed consent is properly obtained and documented
- Studies comply with applicable ethical and regulatory standards

No individual may be enrolled in a research study without IRB approval and the legally effective informed consent of the subject or their authorized representative.

For guidance on IRB requirements or support with the approval process, please contact the Burrell IRB at irb@burrell.edu.

Institutional Biosafety Committee (IBC)

The IBC oversees the handling and safe conduct of activities involving hazardous chemicals, biohazardous agents and recombinant or synthetic nucleic acid molecules in the College's owned or operated facilities. It ensures that such research is conducted safely and in accordance with NIH and OSHA Guidelines and institutional policies. The IBC is responsible for:

- Reviewing safety and containment protocols
- Ensuring personnel are properly trained
- Verifying emergency procedures are in place

For questions regarding the IBC or biosafety-related research, contact the Office of Research at research@burrell.edu.

Research Compliance & Training

ORSP promotes a strong culture of safety, responsibility, and regulatory compliance at Burrell College. All research personnel—including investigators, staff, and students—must complete applicable training before beginning any research activities.

- **CITI Program (Online Training)**

Burrell College provides required research compliance training through the Collaborative Institutional Training Initiative (CITI) Program, a nationally recognized provider of peer-reviewed educational modules in research ethics, compliance, and safety. The CITI Program serves academic institutions, healthcare organizations, and government agencies by offering training that promotes responsible conduct of research and adherence to federal and institutional policies.

Training through the CITI Program includes modules in:

- Human Subjects Research (including Good Clinical Practice)
- Responsible Conduct of Research (RCR)
- Biosafety and Biosecurity
- Conflict of Interest
- HIPAA and Information Privacy & Security

Students and research personnel must log in to the CITI Program, complete their assigned modules, and submit Certificates of Completion to their supervising Principal Investigator (PI).

For help getting started, visit CITI's Guide to Getting Started or contact the research office at research@burrell.edu.

- **Instructor-Led (In-Person) Training**

In addition to CITI, ORSP offers in-person training courses to ensure that research is conducted in accordance with institutional safety standards. These include:

- **Laboratory Standard & Hazard Communication**
  For registration and course details, refer to the *Laboratory Standard & Hazard Communication Training* section of the Burrell College Research Laboratories Training & Safety web page.

- **Research Labs General Procedures and Rules**
  Delivered in-person at the time of badge pick-up to provide essential site orientation and procedural guidance.

- **Training Requirements**

All research participants must complete the required training prior to initiating any work. The Principal Investigator (PI) is responsible for ensuring that all team members complete:

- General and job-specific training before research begins
- Additional training when new processes, substances, equipment, or hazards are introduced
- Refresher training if a researcher cannot demonstrate adequate understanding of safety protocols

- **Training Documentation & Records**

PIs must retain **Certificates of Completion** for each researcher they supervise and assist students in determining which trainings are required. Records should be maintained throughout the researcher's time at the institution **and for three years beyond their separation** from Burrell.

Access to the Burrell College Research Laboratory (BCRL) is contingent on completion of all requisite training courses.

Research Laboratories

The Burrell College Research Laboratories serve as a central hub for faculty and student research, supporting a diverse range of biomedical, clinical, and translational investigations.

Research areas include, but are not limited to, cancer biology, infectious disease, inflammation, neuroscience, osteopathic medicine, and human physiology. The laboratories include:

- **BioScience Research Laboratory (BSRL):** A Biosafety Level-2 (BSL-2) space equipped for molecular biology, microbiology, immunology, and biochemical analysis.
- **Human Physiology Lab (HPL):** A facility supporting human subjects research, including studies in osteopathic manipulative medicine and exercise physiology.

Florida-Based Faculty Laboratory and Equipment Access

For faculty located at the Florida campus, Burrell College maintains an institutional agreement with the Florida Institute of Technology (FIT) to support faculty research needs. Through this partnership, eligible faculty may request temporary access to laboratory space and/or laboratory equipment on the FIT campus to conduct approved research.

To request Florida Tech laboratory space:

Please contact the ORSP at research@burrell.edu.

Contact Information

- Burrell College Laboratories:
  For questions or additional information regarding Burrell College research laboratories, please contact the Director of Research Laboratories at research@burrell.edu.
- Florida Laboratory Requests:
  For questions related to FIT laboratory and/or laboratory equipment access or the request process, please contact ORSP at research@burrell.edu.

Placing an Order through ORSP

ORSP supports Burrell College researchers by coordinating order requests for items funded through sponsored awards or intramural research funds. To streamline the process, please follow the steps below:

Step 1: Download the Order Form

Download the ORSP Product Order Form Template at:
https://burrell.edu/research/orsp-order-request/

Step 2: Complete the Order Form

- Fill out *all* required fields on the form.
- A separate form must be submitted for each vendor.
- Save the completed form as an Excel file on your computer.
- Click the **"Next Step"** button at the bottom of the form to be redirected to the order submission page.

Step 3: Submit the Order Form

On the submission page:

- Enter your **Name** and **Email address**.
- Click **"Select File"** to upload your completed ORSP Product Order Form.
- If available, upload any related vendor quote(s) as an additional file.
- Include any relevant notes or instructions in the **"Additional Comments"** section.
- Click **"Submit"** to complete your request.

A confirmation email will be sent upon successful submission

Final Thoughts

We encourage all researchers-students, faculty, and staff alike- to reach out, ask questions, and engage with the ORSP team. Together, we can foster a culture of discovery that reflects Burrell College's mission and advances scientific and medical knowledge.