Boston University Charles River Campus
Guidance for Students* Conducting Research

*unless otherwise noted, student includes undergraduates, masters and doctoral candidates

1. **PI** - On the Charles River Campus - Master's Degree and Doctoral Candidates may be listed as PI on the IRB protocol.
   a. The Faculty Advisor or designated faculty member must be listed as a Co-Investigator
   b. The Faculty Advisor must sign off on the protocol (instead of the Department Chair)
   c. Undergraduates- cannot serve as the Principal Investigator (PI)- they may serve as co-investigators

2. **Pre-review by a designated reviewer from the school.** Student Protocols must be pre-reviewed prior to submission to the IRB by a person or committee designed by the school. If the School Review Panel/Person identifies any issues they will send the protocol back by email to the student and copy the faculty advisor on the email. They must go back to the School Review Panel for final signoff before being sent to the IRB. This sign-off can be an email to the IRB included in the “packet”. Contact your faculty advisor to determine the designated who will conduct the pre-review at your school. (see below for list of pre-reviewers by School/College/Department).

3. **Human Subjects Training** - All investigators listed on the protocol including all students must provide documentation that they have had human subjects training. This documentation must be provided to the IRB Office.
   - Some people have had this training by taking a class and receiving a certificate in “human subjects protection” from BUMC or other institutions. We will accept most of these certificates from other institutions. Contact Debbie Perez at 617-358-6115 with questions.
   - You can also receive certification through one of several on-line programs. Once you complete the program you will receive a certificate.
     - Researchers can complete the online human subjects protection curriculum offered by the National Institutes of Health (NIH). The "course" takes about 90-120 minutes to complete. It includes material for reading and a number of quiz questions. Successfully completing the quiz questions allows the student to print off a certificate documenting completion of the curriculum. The course can be found at: [http://phrp.nihtraining.com](http://phrp.nihtraining.com)
     - You can also register with CITI as a Boston University user. [https://www.citiprogram.org/default.asp?language=english](https://www.citiprogram.org/default.asp?language=english) You may opt for the Social behavioral research training or the biomedical research training.

4. **COI disclosures** - All investigators listed on the protocol (including students and the faculty advisor) must submit a Project Specific Conflict of Interest Disclosure (PSD). A link to the new form is posted on the CRC IRB website [www.bu.edu/irb](http://www.bu.edu/irb) option #4.

1. **Copy of the Prospectus for Thesis/Dissertation** - must be included with the protocol. If the prospectus is extremely lengthy, students may submit the introduction/summary and the design/methods sections including:
- Research Plan
- Specific Aims
- Background and Significance
- Preliminary Studies
- Research Design and Methods
- Human Subjects
- Appendices that relate to the conduct of the research (survey instruments, data collection forms, etc)

Pre-reviewers for Student Applications:

1. SED- Bruce Fraser
2. College of Fine Arts - Ronald Kos
3. Communications -
4. Psychology- Kathy Malley-Morrison
5. Sargent - Eliot Saltzman
7. Engineering - Sol Eisenberg
8. Anthropology- Parker Shipton
9. Sociology - Emily Barman
10. Management - Lloyd Baird
11. Theology -