Faculty Sponsor Responsibilities

1.0 Purpose

The policy addresses responsibilities of a faculty sponsor for studies in which a student (undergraduate and graduate) is the principal investigator.

2.0 Definition(s)

A Faculty Sponsor (FS) is a faculty member who serves as a guiding mentor for an undergraduate or graduate student (including residents) research project.

3.0 Responsibilities

The responsibilities for a FS are equivalent to those for a PI and should not be accepted lightly. The FS must be actively involved in the research, from the protocol design to the data analysis and report preparation. The FS will be responsible for the protocol if a student leaves the institution prior to completing the research protocol.

Faculty Sponsors are responsible for:

- understanding the research hypotheses, goals and methodology
- assisting the student with protocol preparation and research descriptions for regulatory committee review
- ensuring the student is provided with, or has access to, information on University policies relating to the administration of their protocol or award
- staying apprised of the status of each protocol or award under their sponsorship
- assuring that the student understands the underlying ethical principles for conducting research with human and animal subjects, and applicable research regulations and University and campus policies pertaining to activities that involve humans
- assuring that the student follows the protocol approved by the IRB
- assuring that the student seeks regulatory approval of all proposed changes and implements such changes only after regulatory approval is granted
- participating in any reviews or audits of the research activity as conducted by the extramural sponsor, the University, or state or federal regulators
- ensuring the study documents and data are archived at the end of the study in accordance with federal, state and local policy and regulations.
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- serving as a respondent for any inquiries into regulatory non-compliance or scientific misconduct.