

# HOWARD UNIVERSITY

Office of Regulatory Research Compliance

November 24, 2014

## MEMORANDUM

**TO:** Deans of Schools and Colleges  
Department Chairs  
Directors of Graduate Studies

**FROM:** Thomas O. Obisesan, MD. MPH  
Associate Vice President and Designated Institutional Official  
Office of Regulatory Research Compliance



**RE: Submission of Students' Research Applications to the Institutional Review Board (IRB)**

It is the goal of the Office of Regulatory Research Compliance (ORRC) to facilitate the review of students' research. Therefore, students' IRB applications submitted to the ORRC must be complete, and compliant with published policies and procedures. Otherwise, an incomplete or poorly prepared application is indicative of suboptimal guidance by the faculty mentor, and may delay approval.

Because students are not Principal Investigators but rather learners, the faculty mentors are ultimately responsible for their students' research and the protection of the enrolled human subjects. Therefore, they must:

- Ensure compliance with appropriate time-lines for submitting IRB applications in order to meet candidacy deadline.
- Foster responsible conduct of research by appropriately supervising students performing human subject research.
- Complete the HU required Human Subject training, in compliance with federal regulations; and remain up-to-date with IRB policies and procedures as well as those of the Graduate School.
- Ensure timely response to IRB communications.

Collectively, we can give our students the best experience possible, and ensure that they meet applicable candidacy deadlines.

**CC:** Michael R. Winston, Ph.D.  
Acting Provost and Chief Academic Officer

