

## Education in the Protection of Human Subjects

Adelphi University requires that all persons engaged in research with human subjects, including all those involved in the data collection process of a research study, to undertake an online training program in human subjects' protections. The resulting certification must be provided to the Office of Sponsored Programs and/or sent with your IRB review form and proposal.

You may take any of these online trainings:

- <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>
- <http://my.research.umich.edu/peerrs/>
- <http://www.nyu.edu/ucaihhs/tutorial/>

Or you can also request a CD from the Office of Sponsored Programs at x3259.

The University is following the guidance of the National Institutes of Health which requires that all key personnel involved in a funded project be certified in human subjects' protection. The NIH defines key personnel as anyone involved in the design or conduct of the study. NIH requires investigators to provide a written description of the education/training they completed in the protection of human subjects, and requires information concerning how the investigator will ensure the validity and integrity of the data.

## Animal Care and Use Committee

All research involving animals must comply with federal regulations (NIH and USDA) set forth in The Animal Welfare Act (PL 89-544, 1966, as amended, 7 U.S.C. 2131 et seq. and specified in NIH Publication No. 85-23, revised 1985). In addition, animal care and use procedures are subject to inspection, review, and approval by a New York State veterinarian.

At Adelphi University, research involving animals must be approved by the Institutional Animal Care and Use Committee. The committee is chaired by Dr. David Jones, and includes a licensed veterinarian, member of the community, and faculty from biology, Drs. Tandra Chakraborty, Carol Diakow, James Dooley, Alan Schoenfeld, and Benjamin Weeks. The committee meets in November and March, and the protocol can be obtained from the chair, or downloaded from the Web at

**<http://administration.adelphi.edu/osp/animals.php>.**

## Final Version of Proposal

At this stage, the budget and proposal narrative are finalized, letters of support, résumés, and other appendices (if allowed) are added to the proposal. All forms and signatures required by the sponsoring agency are completed. The proposal is then submitted to the provost for approval and official signature. The Provost's Office requires **seven business days** prior to the agency due date in order to review the proposal. The provost is the university's official "Institutional Representative" for all sponsored projects, and signs all forms required by the funder. In signing the forms, the Provost indicates that the university will undertake the project and be responsible for its fiscal and programmatic management.