Responsibilities of the Researchers and Research Supervisors

Responsibilities of the Researchers
Capella University expects all those who conduct research under its purview to adhere to the highest ethical standards. Researchers’ responsibilities include the following:

- Complete the required and all applicable additional CITI modules and review the institutional policies and procedures for the protection of human participants contained in the Policies and Procedures for Human Research Protections (3.03.01).
- Complete any educational training required by the IRB prior to initiating any contacts with research participants.
- Refrain from interacting with any participants for research purposes prior to receiving IRB approval for the research.
- Acknowledge the responsibility for following the terms prescribed in the approved study and for safeguarding the rights and welfare of each research participant, and that the participant’s rights and welfare must take precedence over the goals and requirements of the research.
- Accept the responsibility to comply with Capella University’s policies and requirements to protect the rights and welfare of human participants involved in research.
- Comply with all other applicable federal, international, state, and local laws, regulations, and policies that may provide additional protection for human participants in research.
- Abide by all the determinations of Capella’s IRB and accept the final authority and decisions of the IRB.
- Promptly report to the IRB any proposed changes in the research. The researcher will not initiate changes in the research without prior IRB review and approval, except when necessary to eliminate apparent immediate hazards to participants.
- Immediately report to the research supervisor (mentor) and the IRB any unanticipated problems involving risks to participants or others involved in the research study.
- Obtain, document, and maintain records of informed consent for each such participant or each participant’s legally authorized representative as required under HHS regulations at 45 CFR 46 (or any other international or national procedural standards selected on the Federal-Wide Assurance) and stipulated by the IRB.
- Cooperate with the IRB as it executes its responsibility for initial and continuing review, record keeping, and reporting for the research study, providing all information requested by the IRB in a timely fashion.

Responsibilities of the Mentor/Research Supervisor
Research supervisors serve as the primary liaison between the researcher and the university. As such, some of their responsibilities in the research process overlap with those of the researcher and the university. These duties include the following:

- Complete the required and all applicable additional CITI modules, and review the institutional policies and procedures for the protection of human participants contained in the Policies and Procedures for Human Research Protections (3.03.01).
- Complete any additional training required by the IRB before the supervised researcher initiates any contacts with his or her study participants.
- Ensure that the proposed research study is ethically sound and the information provided in the IRB application is correct and complete before signing and submitting the application.
- Review all modifications to the proposed study, informing the committee members appointed to oversee the research (e.g., the dissertation committee) of these changes, and receiving IRB approval before allowing the researcher to proceed with the modifications.
- Receive reports from their supervised researchers and inform other research oversight committee members of any serious unanticipated problems or adverse events in the course of the study and ensure prompt reporting to the IRB of such events.
• Review research records maintained by the supervised researchers until the final written documents (e.g., the dissertation or manuscript) are produced and approved.
• Inform the research oversight committee about the progress of the researcher from the development of the research questions through the proposal, IRB application, data collection, and production of the final written document.
• Assume responsibility for ensuring that the research complies with federal and state regulations as well as Capella University policies regarding the protections of human research participants.
• Monitor research activities to ensure that all interactions with human participants follow the approved IRB study.