



Authorized Institutional Official for Research

PURPOSE

This policy defines the Authorized Institutional Official for Research.

SCOPE

This policy applies to all research and scholarly activity conducted under the auspices of the Burrell College of Osteopathic Medicine at New Mexico State University (BCOMNM) and agents of BCOMNM.

RESPONSIBLE OFFICIALS

BCOMNM CEO/President, BCOMNM Dean and Chief Academic Officer

POLICY

The **Authorized Institutional Official for Research, (IO)**, serves as the institutional point of responsibility for the oversight of research and research related regulatory compliance which includes the Human Research Protection Program, the Animal Care and Use Program, Institutional Biosafety Program and all other areas of research where state and/or federal oversight is required. Federal guidelines state that the IO should be an official of the institution who has the legal authority to act and speak for the institution, and should be someone who can ensure that the institution will effectively fulfill its research oversight function. The BCOM President functions in this capacity but may choose to appoint an IO and delegate authority.

If the President does not function as the Authorized Institutional Official for Research, the President must delegate the authority to an appropriately qualified individual in writing. The delegated individual should be the equivalent of a dean, associate/assistant dean, director of research, or other individual with campus wide responsibility who is empowered to speak for the Burrell College of Osteopathic Medicine on matters involving research. Examples of individuals who should not be appointed, since they cannot speak or act for the entire institution are: department chair, division heads, research coordinator, and so forth.

General Administrative Responsibilities of the Institutional Official

- Designating one or more campus wide committees including the Institutional Review Board, Institutional Biosafety Committee, Institutional Animal Care and Use Committee, and/or Radiological Safety Committee(s) capable of meeting the requirements of research covered by the BCOM Federal-Wide Assurance for the Protection of Human Subjects, the Animal Welfare Assurance, the Institutional Biosafety Committee Registration, and/or any other required institutional registrations for research conducted at the Burrell College of Osteopathic Medicine.
- Providing sufficient resources, space, and staff to support the IRB's, IACUC's, and IBC's review and record keeping duties;
- Providing training and educational opportunities for the IRB and investigators;
- "Setting the tone" by promoting an institutional culture of respect and conscience, so that the ethical conduct of research is supported at the highest levels of the organization;



- Ensuring effective institution-wide communication and guidance on research and scholarly activity conducted at BCOM;
- Ensuring that investigators fulfill their responsibilities;
- Encouraging all staff engaged in the conduct or oversight of human subject research to participate in education activities;
- Serving as a knowledgeable point of contact for OHRP and other federal agencies, or delegating this responsibility to another appropriate individual

The IO may delegate the performance of certain oversight and operational duties to one or more individuals. Any delegation of duty must be in writing. Upon designation of a new IO, all delegation letters must be reviewed and renewed by the new IO if the new IO chooses to maintain delegation.

The IO may not delegate the following responsibilities:

- Signatory Authority for any federal or agency assurances involving research;
- Reporting
- Completing any requisite Assurance training for Institutional Officials;
- Ensuring that compliance committee/boards function independently
- Ensuring that chairs and/or members of the compliance committees have direct access to the IO if they experience any undue influence or have any concerns about the function of compliance committees;
- Ensuring that adequate resources are provided to support the operations of federally required compliance committees.

The IO may not, under any circumstances, approve research that has been disapproved or has yet to be approved by the IRB, IACUC or any federally required and institutionally authorized research oversight body.



BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
— at —
New Mexico State University

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Research and Sponsored Programs Policies
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APPROVAL PAGE

Approved by: _____
George Mychaskiw, D.O.
Dean & Chief Academic Officer
Burrell College of Osteopathic Medicine



APPROVED
Signed Copy on
File in ORSP

Approved by: _____ **Date:** _____
John Hummer, M.H.S.A.
Executive Director & CEO
Burrell College of Osteopathic Medicine