

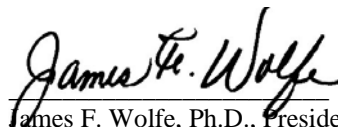
Edward Via Virginia College of Osteopathic Medicine

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VCOM STUDENT RESEARCH INVESTIGATOR POLICY

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1. DEFINITION

The titles **Principal Investigator** (PI) and **Project Director** (PD) are used synonymously by the Edward Via Virginia College of Osteopathic Medicine (VCOM) to designate the faculty member or other individual who shall have the overall responsibility for ensuring that an externally funded project is carried out in compliance with the terms, conditions, and policies of both the sponsor and the College, including the monitoring of project expenses and submission of all required narrative and technical reports. Most important, Principal Investigators are responsible for controlling the academic quality of the activities they supervise.

2. ELIGIBILITY AND LIMITATIONS OF VCOM PRINCIPAL INVESTIGATOR STATUS

At VCOM, Principal Investigator / Project Director (PI / PD) status is automatically conferred upon all professors, associate professors, and assistant professors as well as all administrative deans and associate deans. Other individuals are eligible to apply for VCOM Principal Investigator status. These individuals and the limits imposed on their PI / PD status are:

- Postdoctoral fellows: PI / PD status is limited to Co-Principal Investigator role with a VCOM faculty sponsor.
- Student Investigators: PI / PD status is limited to Co-Principal Investigator role with a VCOM faculty advisor or sponsor in the role of Co-PI.

3. GUIDELINES FOR THE REVIEW OF STUDENT RESEARCH

Post-doctoral fellows and students cannot conduct research without having a faculty sponsor / advisor who is responsible for overseeing the research activities (i.e., act in the Co-PI role).

All research, outreach and training projects must be submitted through the Office of Research Administration (ORA) regardless of whether or not the project is an internal or extramural grant. In addition to the application information, the student must also submit a letter signed by the faculty member in the role of Co-PI, indicating that he/she agrees to act as Co-PI for the duration of the project.

Research projects in an institutional setting (i.e., educational projects, independent student research, clinical research) must be submitted to the VCOM Institutional Review Board (IRB) regardless of whether or not the project meets the federal definition of “research.” The federal definition of research is a systematic investigation involving human subjects which is designed to develop or contribute to generalizable knowledge.

4. FACULTY SPONSOR/INSTRUCTOR RESPONSIBILITIES

In agreeing to be the Co-PI for a VCOM student, the Faculty Sponsor / Advisor must agree to the following:

1. Review and approve the project prior to submission to the ORA, and indicate in a signed letter to the ORA stating role as Co-PI and approval of the project;
2. Review the materials for submission to the IRB for accuracy and completeness;
3. Assist and support the student in his/her interaction with the IRB and for oversee the resolution of any issues arising during the review process; and
4. Oversee the student's research to ensure that human subjects are protected (e.g., the protocol is followed as approved, any unanticipated adverse events are reported as required, etc.).

5. STUDENT RESEARCHER RESPONSIBILITIES

Post-doctoral fellows and students who are co-principal investigators have responsibilities as listed in the *VCOM Grants Manual* and the *IRB Submission Guide*.

Typically, student projects are short in duration and in many cases are completed in less than a year. It is important that the IRB be notified in writing when the project is completed so that the IRB file may be closed.