Personnel Changes

Investigators are reminded that modification forms must be submitted for IBC, IACUC, or IRB committee review whenever there is a change in the personnel (i.e., principal investigators, research assistants, teaching assistants, etc.) working on a project, whether in a lab or in a classroom. The Continuing Review and/or Modification Form can be found at www.compliance.iastate.edu by clicking on “Forms” under the appropriate committee name. Sections I and III of the form need to be completed for such changes.

Also, if personnel names are unknown when the initial application for approval is submitted, it is essential to submit a modification form with that information as soon as it is known. Regulations and federal guidelines require the compliance committees to determine that the investigator(s) and key personnel have the appropriate background to conduct the research and have taken any additional training required by institutional or federal policy.

RSC personnel changes are processed a little differently. Investigators who wish to add personnel to a radioactive materials or radiation-producing device authorization must submit a radiation safety training authorization form for each person added. To delete a name from the authorization, the PI needs to send a memo or email to the Radiation Safety Officer, Steve Simpson, sasimps@iastate.edu.

New IACUC Form

Investigators are asked to stop using old versions of the IACUC Continuing Review and Modification Form. This form was updated on Dec. 14, 2006, and can be found on our website (see URL above). More specifically, a question about animal numbers (#3 in Section II) has been modified to make it clearer and easier for PIs to provide the information the committee needs.

Reminder

Whenever additional animals are needed for a project, a modification form must be submitted by the investigator. This rule applies even if the new animals are viewed as “replacements” for the original animals that didn’t complete the study because they were not appropriate for inclusion in the study or because of disease, death, etc.

OHRP


The Compilation lists the human subjects research legislation, regulations, or guidelines for 79 countries, two confederations, and several international organizations. This year’s Compilation includes numerous updates over last year and lists the pertinent laws, regulations, and/or guidelines for eight new countries: Armenia, Croatia, Cyprus, Iran, Malawi, Moldova, Nigeria, and Tajikistan.

This Compilation was developed for IRBs/Ethics Committees, researchers, funding agencies, and others who are involved in international research. Its purpose is to help these groups familiarize themselves with the laws, regulations, and guidelines where the research will be conducted, to assure that those standards are followed appropriately.

Note

Investigators should periodically check the ORA website to make sure they are using the most current committee forms and informed consent documents. Forms that have been saved to the hard drive are sometimes outdated and missing important language or formatting changes.