 

**Faculty Research Guide**

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| **STEP** | **TASK** |
| 1. Initial Contact | Meet with Academic Research Support Team (ARST) to discuss study details  ***Research Mentorship:*** Meet with student to discuss study details |
| 1. Study Intake | Collaborate with ARST to identify individuals that will be working on study and obtain required information  ***Research Mentorship:*** Work with student to identify individuals (for group projects) that will be working on study |
| 1. Study Development | Collaborate with ARST to finalize protocol  SRC submission and review in live meeting at AHU  Revise protocol if deemed necessary based upon SRC feedback  **Approval by SRC is required to submit to IRB**  ***Research Mentorship:*** Meet with student to finalize protocol and ensure student covers above steps, and is present at SRC meeting |
| 1. Submission Documents | Collaborate with ARST, who will submit completed documents on your behalf to assure complete submission packages are uploaded to IRBNet  ***Research Mentorship:*** Review student study documents prior to submission to ARST for uploading |
| 1. Regulatory | Ensure study personnel log includes a university research office representative  Office of Sponsored Programs (OSP) will provide ongoing monitoring to ensure regulatory compliance  ***Research Mentorship:*** Ensure student has an accurate personnel log |
| 1. Revisions (if any) | ARST will help address any comments by IRB and OSP  ***Research Mentorship:*** Work with student on IRB required revisions when applicable |
| 1. Approval and Clearance | ARST will provide notification to PI when study is ready to launch  ***Research Mentorship:*** Notify student when study is approved to launch |
| 1. Study Launch | ARST will schedule study launch meeting with study team  Address any operational concerns and questions regarding study prior to launch  Confirm protocol trainings and requirements are completed by all study team members  Final accuracy check of study personnel log  ***Research Mentorship:*** Ensure student(s) are present at study launch meeting |
| 1. Modifications | If any protocol changes are necessary during the course of the study, work with ARST to update protocol  ARST will submit to IRB and provide notification of approval  ***Research Mentorship:*** Work with student on any protocol changes; notify student of modification approval |
| 1. Renewal or closure | IRB will notify those listed on study personnel log of upcoming renewal date  ARST will assist with completion of renewal/closure form  ARST will submit renewal/closure form to IRB  ARST will track study renewals and closures  ***Research Mentorship:*** Review final report. Once you approve, send to ARST for uploading to IRBNet |

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