

# Human Subjects Review Committee Official Charge

## PREAMBLE

This statement of the Human Subjects Review Committee's charge is intended to describe this committee's responsibilities in regard to research, scholarship and creative activities at the University of Central Missouri.

**Our Mission:** Research, scholarship and creative projects are one of the three strategies (teaching, service, and scholarship) that UCM uses to ensure top-notch faculty will engage their students in relevant co-curricular experiences that exemplify learning to a greater degree.

**Our Position:** Research, scholarship and creative projects are a pragmatic approach to attaining knowledge: keeping both faculty and students current with hands-on experience in discipline-specific techniques; shaping the future through greater degrees of skill development, collaboration and problem solving; producing knowledge and further inquiries, which positively influence local communities and the world.

## I. FUNCTION

To review research applications and proposals involving human subjects to ensure the rights of subjects are not violated and that the research conforms to the Code of Federal Regulations. UCM's Human Subjects Committee maintains the highest standard set by federal regulations.

Faculty Senate will be notified of any changes to federal regulations by the Research Compliance Officer, with notification also including the committee chair. This notification will be presented to Faculty Senate on the Federal Regulations Change Form so the records and official charge may be updated.

## II. POSITION IN THE ORGANIZATIONAL STRUCTURE

The Human Subjects Review Committee reports to the Institutional Official (IO) at UCM.

## III. MEMBERSHIP

Committee members must comply with the committee manual and complete the required training prior to attending their first meeting. This committee meets beginning July 1 through June 30, with at least one meeting during the summer months and more often if deemed necessary. Members must be willing to attend meetings on a regular basis. Experience with IRB is preferred.

### A. Composition

The committee will consist of at least eight members with varying backgrounds to assure complete and adequate review of activities commonly conducted by the University and to meet federal requirements. Committee membership should reflect diversity and be composed of the following:

- One faculty member from a scientific area
- One faculty member from a non-scientific area
- One faculty member that is knowledgeable about specific protected categories
- Three at-large members
- One community representative member who is not an officer, employee, or agent, or otherwise associated with the University of Central Missouri, apart from this committee membership, is nominated by the chairperson and appointed by the IO. An alternate community representative may also be appointed.
- One student member is nominated by the chairperson and appointed by the IO
- The Research Compliance officer (ex officio and non-voting) will also be a member of the committee

### B. Selection

Due to the fact this committee is regulated by the federal government, all changes to the function, membership, or selection can only be authorized by the IO or the Research Compliance Officer.

1. Faculty members nominated by FS Committee on Committees, after being notified of a vacancy by the IRB Chairperson, approved by the Office of Sponsored Programs (OSP), and confirmed by Faculty Senate.

2. Community representative member appointed by the IO.
3. One student member nominated by the chairperson or IO and approved by IO.

### **C. Selection of Chair and Vice Chair**

The Chair and Vice Chair are selected by the Committee from among the voting members. Whenever possible, a committee member with at least one-year experience should be selected as chair. The vice chair is responsible for all duties of the chair when the chair is not able to fulfill those responsibilities.

### **D. Term of Service**

1. Three years for faculty
2. One year for students
3. Ongoing for community member

If it is determined that a committee member needs to be removed prior to the end of their term, the Research Compliance Officer will be notified, followed by a committee discussion and vote. If voted to remove, the IO will be notified who in turn will confirm and notify FS to remove person from committee. This is to ensure that federal regulations are upheld to prevent a non-compliance issue.

### **IV. COMMENTS**

1. Meeting Schedule: Committee meetings are held on alternating Friday afternoons and last approximately an hour to an hour and a half. The meeting dates can be found on the website. Regular meetings are scheduled during the summer.
2. Additional Committee Member Qualifications: Whenever possible, a second-year committee member should be selected as chair. Alternate members may substitute for members at meetings and may serve as reviewers on exempt and expedited protocols. Responsible Conduct of Research Training is required of all members prior to attending the first meeting.
3. Triennial Charge Update: The committee chair is responsible for completing a triennial charge review at the designated time and then submitting it to the Faculty Senate Committee on Committee's representative.
4. Procedures Manual: If the committee has a procedure manual, then the committee chair is responsible for reviewing the procedure manual, adding a review date in the footer, and forwarding the updated version electronically to Faculty Senate.
5. Annual Report: The committee chair is responsible for an annual report kept electronically by Faculty Senate.
6. Electronic Voting: The committee may conduct business and voting via electronic means except in the case of a full review.
7. Any requested changes to the official charge concerning changes or updates to federal regulations and compliance will be sent to the Faculty Senate President from the Research Compliance Officer. Any other requested changes will be sent from the Chairperson to the Faculty Senate President after a committee discussion and majority vote.
8. If it becomes necessary to remove a member from the committee for absenteeism, non-compliance with training requirements or federal regulations, recommendations should be made to the Research Compliance Officer. The Research Compliance Officer will present the request to the committee for discussion and a vote. If voted to remove, IO will be notified for confirmation. If the action is confirmed, the IO will notify Faculty Senate in writing to remove the member from the committee. This is to ensure that federal regulations are upheld to prevent a non-compliance issue.

*Reviewed or revised August 2014.*

*Reviewed or revises January 2015*

*Revised for standardized formatting, change in IO and comment section April 2016.*

*Revised to reflect change from seven to eight members, accelerate training requirements, and clarify electronic voting per FS motion 2016-2017\_4 November 2016.*

*Revised to meet federal regulations per FS motion August 2018*

*Revised September 2020 (FS Motion 2020-2021\_12)*