GUIDELINE FOR LISTING RESEARCH PERSONNEL ON THE RSRB APPLICATION

The following information is intended to provide guidance for Investigators to determine whom to include on an RSRB application when adding research personnel to the RSRB Online Submission System (ROSS).

1. Research Personnel – Definition

   For purposes of the RSRB application, research personnel are individuals who:
   a) interact with human subjects (e.g., informed consent process, manipulating subject’s environment for research purposes, conduct invasive or non-invasive research procedures),
   b) are involved with collecting, reporting or analyzing identifiable subject data,
   c) function outside of regular work practice (e.g., student administering research testing), or
   d) are faculty advisors providing direct oversight of research involving human subjects, or human subjects’ private information.

   If an individual is functioning within his or her regular work practice (e.g., phlebotomist, x-ray technician) and involvement in the research is limited to only those work responsibilities without further contribution to the research, then such individuals do not need to be listed in ROSS. However, it is appropriate to describe their involvement in the protocol.

   Note: Funding agencies may have their own definition of research personnel (i.e., “key personnel”) as it applies to grant or other funding applications.

2. Whom to Include on the Application

   a) Individuals with the following roles must be included:
      • Principal Investigator
      • Co-Principal Investigator
      • Sub-investigator
      • Study Coordinator

   b) Individuals who meet the definition of research personnel as stated above, for example:
      • Staff obtaining consent for research participation
      • Staff collecting, reporting or analyzing identifiable subject data
      • Faculty advisors with direct oversight of the research

   c) Individuals listed on a study plan, grant or budget who will have subject contact and/or access to identifiable subject data.
3. Listing External Unaffiliated Staff

Whether to list personnel or collaborators not affiliated with the University depends on if there is another IRB serving as the IRB of record for these personnel.

- List external personnel only if the RSRB will serve as their IRB of record.
- Do not list external personnel who will receive IRB approval from their own IRB as IRB of record. Involvement of these personnel should instead be described in the study protocol, as well as the consent if applicable.
- Do not list external personnel who are not engaged in human subject research (e.g., handing out recruitment brochures or flyers at an external facility, providing prospective subjects with information about contacting the Investigator or study team). Involvement of these personnel should instead be described in the study protocol, as well as the consent if applicable.
- NOTE: Any external personnel for whom the RSRB will serve as IRB of record must complete human subjects training and include documentation of certification in the RSRB application.

4. Training Requirements

All research staff listed in the RSRB application are required to complete human subjects protection training. Research personnel listed in the RSRB application at the time of continuing review must have current training certification. The continuing review will not be processed for review if certification has expired for the Principal Investigator. Addition of new personnel will only be approved if the proposed research personnel have completed the required training. See Policy 201 Education Program for more information regarding training requirements.