1. **Overview**
   A faculty member who agrees to serve as the faculty advisor to a student researcher is an active mentor to the student and shares responsibility for ethical conduct of the research and compliance with applicable laws, regulations and CUNY policies.

2. **Ethics and compliance**
   - Prior to the student’s involvement in human subject research, the faculty advisor is responsible for:
     - Discussing general principles of research ethics with the student researcher;
     - Discussing the principles of *The Belmont Report* with the student researcher, with the intent of guiding the student in ethical conduct of research involving human subjects;
     - Ensuring that the student is familiar with any federal regulations, State laws and CUNY policies that are applicable to his/her research;
     - Assisting the student in determining whether his/her research requires CUNY HRPP or IRB review and approval; and
     - Guiding the student through the IRB application and review process.

   - During the conduct of the research, the faculty advisor is responsible for ensuring that the research is being conducted in compliance with:
     - Applicable federal regulations, State laws and CUNY policies; and
     - CUNY UI-IRB approved protocol; and
     - Any stipulations imposed by the CUNY IRB.

3. **Research Design and Planning**
   During the research design and planning phase, the faculty advisor must:
   - Assist the student in designing a research project that is appropriate to the student’s level of training and experience;
   - Ensure that the student allocates sufficient time to obtain HRPP exemption from IRB review or IRB approval, as appropriate; and
   - Oversee the student’s preparation of the HRPP or IRB application. A clear, complete and consistent application package will result in a more efficient review process.

4. **Oversight**
   The faculty advisor is responsible for monitoring student researcher’s progress, so as to ensure that:
   - The research is being conducted in a compliant and ethical manner, as defined in section 2 above;
   - All modifications to the HRPP exempt or IRB approved protocol are submitted for review and approval prior to their implementation; and
   - Any unanticipated problems or adverse events are reported to the IRB in accordance with CUNY HRPP policy.

   - A complete and accurate Final Report is submitted to the IRB at the conclusion of human subject research activities.