



**Ancillary Review Reference - Faculty Sponsor Review**

NUMBER	DATE	PAGE
n/a	05/19/15	1 of 1

The purpose of this document is to provide reference regarding the responsibilities associated with indicating completion of the specified Ancillary Review Type.

By completing the ancillary review activity in ESTR and as the named Faculty Sponsor, I confirm that I will oversee the research and ensure that the Principal Investigator complies with the following (to which the Principal Investigator has already agreed):

- 1) I will not start Human Research activities until I have obtained all other required institutional approvals, including local ethics committee review for international sites; and approvals of departments or divisions that require approval prior to commencing research that involves their resources.
- 2) I will ensure that there are adequate resources to carry out the research safely, e.g. sufficient investigator time, equipment, and spacing.
- 3) I will ensure that Research Staff are qualified (e.g., including but not limited to appropriate training, education, expertise, credentials, protocol requirements and, when relevant, privileges) to perform procedures and duties assigned to them during the study.
- 4) I will update the IRB office with any changes to the list of study personnel.
- 5) I will personally conduct or supervise the Human Research.
  - a) Conduct the Human Research in accordance with the relevant current protocol as approved by the IRB.
  - b) When required by the IRB ensure that consent or permission is obtained in accordance with the relevant current protocol as approved by the IRB.
  - c) Not modify the Human Research without prior IRB review and approval unless necessary to eliminate apparent immediate hazards to participants.
  - d) Protect the rights, safety, and welfare of participants involved in the research.
- 6) I will submit to the IRB in a timely manner:
  - a) Proposed modifications to the previously-approved Human Research.
  - b) A continuing review application (to avoid a lapse in approval).
  - c) A continuing review application when the Human Research is closed.
- 7) I will submit to the IRB any reportable new information within five business days.
- 8) I will submit an updated Financial Interest Disclosure within ten days of discovering or acquiring (e.g., through purchase, marriage, or inheritance) a new financial interest.
- 9) I will not accept or provide payments to professionals in exchange for referrals of potential participants ("finder's fees").
- 10) I will not accept payments designed to accelerate recruitment that were tied to the rate or timing of enrollment ("bonus payments").
- 11) I will comply with applicable federal and state regulations, ethical guidelines, and Harvard Institutional policies, including the Institutional conflict of interest and Harvard Research Data Security Policy.
  - To protect information I must have a strong password for each of my Harvard accounts; including a log in for idle sessions and lock out screen for multiple failed log-in attempts. Log in information will not be shared.
  - Any system storing level 2 information must have updated security patches and virus protection. These systems will only be accessed by those with a current and IRB approved research role.
- 12) I will maintain adequate and accurate records and make these records available to the IRB or QA/QI Program for review.