# Faculty Advisor Responsibilities

The faculty advisor is an active mentor to the student researcher and shares the responsibility for the ethical conduct of the research with the student. The advisor is expected to discuss the general principles of research ethics prior to the initiation of any project involving human subjects, help students determine whether their project requires IRB review, and guide students through the IRB application process and also support the student in the conduct of the research after the project has attained IRB approval, if IRB approval is necessary.

**All research proposals from undergraduates, graduate students and post‐doctoral fellows must include a faculty advisor as a member of the study team whether or not IRB review and approval is required.** More information about PI eligibility may be found here:<http://research.fas.harvard.edu/policies/principal-investigator-eligibility>

# Faculty advisors must:

* be familiar with the ethical and regulatory requirements for human subjects research and must complete required ethics training;
* discuss research ethics with students, including the professional ethics of the discipline;
* help assess whether projects require IRB review and assist students with the IRB application process (if necessary), including timely submission of the application;
* assist students with designing a research project appropriate to the student’s training and experience **(Note: Under Harvard University** **policy, research conducted by undergraduate investigators must be limited to projects that pose no more than minimal risk to human subjects)**;
* instruct students on the use of good data security practices;
* counsel students conducting research in international settings on the importance of understanding local customs and regulations for subject and student safety and assist the student with establishing local relationships or local sponsorship for their research;
* monitor student projects, paying special attention to maintaining confidentiality, privacy, level of risk, informed consent process and voluntary participation and withdrawal of subjects;
* assure that the student reports unanticipated problems or serious adverse events to the IRB if their project has IRB approval; and
* assist students with issues regarding data ownership, publication authorship and other research conduct problems.

We would like to thank you for taking on this very important role.