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| |  | | --- | | Quick Overview of the URTP | |  | |  |  | |  | | --- | | FAQs **Why the change in how undergraduate research is reviewed?**  Prior to this initiative, the IRB provided oversight for these projects whether or not the activity met the requirements for IRB review according to the federal regulations. While the previous process provided a mechanism to ensure that the proposed project included appropriate precautions for protecting human participants, what was lacking was a comprehensive platform to create better prepared undergraduate researchers.  **What if a student is conducting research overseas?**  The student should check in with the Harvard Global Support Services (GSS). GSS helps students on matters of safety and security, outbound visas, employment, finance, taxes, and other operational and administrative considerations abroad.  **What if a student is conducting research with sensitive populations or is risky?**  Sensitive or risky research is not a criterion in determining whether IRB review is required. However, regardless of IRB review, all researchers (student and faculty) are required to act in a professional and ethical capacity. When a student indicates either a sensitive population or risky research in the URTP Decision Form, IRB staff reach out to the student to provide advice and guidance. We may also have the student touch base with a URAF representative to mitigate risk. | | **Have more questions? Contact us!**  **Harvard University Area IRB**  **44R Brattle Street, Suite 200**  **Cambridge, MA 02138**  **(617) 496-2847 /** [**cuhs@harvard.edu**](mailto:cuhs@harvard.edu)  [**https://cuhs.harvard.edu**](https://cuhs.harvard.edu)  Contact Us | | [Company Name] [Address] [City, ST ZIP Code]  [Telephone] [Email] | |  |  | |  | | --- | | Undergraduate Research Training Program (URTP) | | What you need to know as a student’s Research Supervisor | |  | |  | |

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| |  | | --- | | Student PNG | | What is the URTP? The URTP is a comprehensive platform to create better prepared undergraduate researchers. The URTP is comprised of research ethics training sessions, a student-focused curriculum, and an online decision form that assists students in determining whether their project requires IRB review. What is involved?  * **1. Students need to identify a Research Supervisor**that will assist and guide them through their undergraduate research experience. That’s you! As you know, you will mentor the student and act as the go-to person during the student’s research project. * **2. Students need to get training** either through one of our In-Person Training Sessions or, if the student is unable to attend an in-person training, they may complete an Online CITI Training via the Collaborative Institutional Training Initiative (CITI) website. The in-person training is the preferred training to take because it is specially designed with undergraduates in mind and provides them with the ability to better engage and ask questions about their research. | |  |  | * **3. Students are required to read the URTP Student Guide**,which is an overview of the regulations that govern human subject research, tips on conducting ethical research whether IRB review is required or not, things to avoid when conducting research with people, and useful resources and contact information to guide the student through the URTP process.   **4. Students need to complete the URTP Decision Form** once they you have met with you, have a good idea of the research that they are conducting, have taken training (either in person or online), and have read through the Student Guide. The URTP Decision Form is a Qualtrics survey that guides the student through the process of whether IRB review is required or not and indicates whether next steps are needed. The student not only includes their name and contact information but also your name and contact information. At the end of the form, a decision will be provided. You and the student will receive an email of this determination. If it is uncertain whether IRB review is needed, the student will complete an additional screening form in our online IRB submission system, ESTR. What resources are available? Various template forms have been created to assist the student in developing their research study:  The Student Application template may be used to describe the study that the student plans to undertake. The document will guide the student not only through the logistical aspects of study development but also asks about study population, study location, and other potential risk aspects.  The Student Information Sheet is a document that the student can use with study participants. It is modeled after the IRB informed consent template and contains information that is relevant to student research.   |  | | --- | | We know you could go on for hours about how great your business is. (And we don’t blame you—you’re amazing!) But since you need to keep it short and sweet, here are a few suggestions … Focus on What You Do Best You might try a summary of competitive benefits at left and a brief client success story or some of those glowing testimonials here in the middle. For example:  “Your company is the greatest. I can’t imagine anyone living without you.” —Very smart customer  The right side of this page is perfect for a summary of key products or services. | |  | | Window Business Space | |  |  | |  | | --- | | What is expected of me as an Undergraduate Research Supervisor? The Undergraduate Research Supervisor is an active mentor to the student researcher and shares the responsibility for the ethical conduct of the research with the student whether IRB review is required or not. The advisor is expected to:   * Discuss research ethics with students, including the professional ethics of the discipline; * Assist students with designing a research project appropriate to the student’s training and experience; * 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, and voluntary participation and withdrawal of those that take part; * Assist students with issues regarding data ownership, publication authorship, and other research conduct problems. | |  | |  | |