

Human Subjects Review Committee Official Charge

PREAMBLE

This statement of the University Research Council's charge is intended to describe this committee's responsibilities in regards to research, scholarship and creative activities at the University of Central Missouri.

Our Mission: Research, scholarship and creative projects are one of the three strategies (teaching, service, and scholarship) that UCM uses to ensure top notch faculty will engage their students in relevant co-curricular experiences that exemplify learning to a greater degree.

Our Position: Research, scholarship and creative projects are a pragmatic approach to attaining knowledge: keeping both faculty and students current with hands-on experience in discipline-specific techniques; shaping the future through greater degrees of skill development, collaboration and problem solving; producing knowledge and further inquiries which positively impact local communities and the world.

I. FUNCTION

To review research applications and proposals involving human subjects to ensure the rights of subjects are not violated and that the research conforms to the Code of Federal Regulations.

II. POSITION IN THE ORGANIZATIONAL STRUCTURE

The Human Subjects Review Committee reports to the Director of Sponsored Programs, who holds the position of the Institutional Official (IO) at UCM.

III. MEMBERSHIP

A. Composition

1. Seven faculty members with varying backgrounds to assure complete and adequate review of activities commonly conducted by the University. At least one faculty member must come from a scientific area; at least one must come from a non-scientific area; and at least one must be knowledgeable about specific protected categories. Committee membership should reflect diversity.
2. One community representative member who is not an officer, employee or agent, or otherwise associated with the University of Central Missouri, apart from this committee membership is nominated by the chairperson and appointed by the IO. An alternate community representative may also be appointed.
3. The Institutional Compliance official (ex officio and non-voting).
4. A student member is nominated by the chairperson and appointed by the IO.
5. Faculty members who have previously served on the committee may volunteer for terms as alternate members.

B. Selection

1. Faculty members nominated by FS Committee on Committees and confirmed by Faculty Senate.

2. Community representative member appointed by the IO.
3. One student member selected by SGA, GSA or chairperson.

C. Selection of Chair and Vice Chair

The Chair and Vice Chair are selected by the Committee from among the voting members. Whenever possible, a committee member with at least one year experience should be selected as chair. The vice chair is responsible for all duties of the chair when the chair is not able to fulfill those responsibilities.

D. Term of Service

1. Two years for faculty
2. One year for students

IV. COMMENTS

1. *Meeting Schedule:* Committee meetings are alternating Fridays 1:00pm and last approximately a hour to a hour and a half. The meeting dates can be found on the website.

Regular meetings are scheduled during the summer.

2. *Additional Committee Member Qualifications:* Whenever possible, a second-year committee member should be selected as chair. Alternate members may substitute for members at meetings and may serve as reviewers on exempt and expedited protocols. Responsible Conduct of Research Training is required of all members within the first year of service.

3. *Triennial Charge Update:* The committee chair is responsible for completing a triennial charge review at the designated time and then submitting it to the Faculty Senate Committee on Committee's representative.

4. *Procedures Manual:* The committee's Procedures Manual is the University's written IRB procedures, approved by the committee and made available online at the Human Subjects Protection Program website. The committee chair is responsible for an annual report and updates to the Procedures Manual kept electronically in Academic Affairs.

5. *Electronic Voting:* The committee may conduct business and voting via electronic means.

Reviewed or revised August 2014.

Reviewed or revises January 2015

Revised for standardized formatting, change in IO and comment section April 2016.