

## RESEARCH COMPLIANCE

### *Institutional Review Board (IRB)*

#### Are You Conducting Research with Human Subjects?

A research study must be reviewed by the IRB if it involves human subjects and qualifies as *research*. A Quick Guide (<http://compliance.vpr.okstate.edu/hsp/Need%20for%20IRB.htm>) will help you decide if your project needs IRB review and approval, as it will help you determine the following:

1. Am I conducting *research* as defined by the federal regulations and OSU policy; and
2. Does my *research* project involve *human subjects*?

OSU policy requires that all research involving human subjects be reviewed and approved by the IRB prior to human subject recruitment and data collection. Information on the IRB application and review process is available on the human subjects research website <http://compliance.vpr.okstate.edu/hsp/index.htm>. A list of the IRB members is also posted on the website. The IRB member representative from your college/department is also a good source of information on how IRB applications are processed in your area.

If after viewing the quick guide, you are still unsure of the need for IRB review, you can complete the [Determination of Non-Human Subject or Non-Research](#) form and submit it to the Office of University Research Compliance for an official determination.

An additional requirement for IRB approval is the completion of required training in human subject protection. Any OSU faculty member, staff member, or student who is listed as a principal investigator on a research project that involves human subjects, or who is acting as advisor to a student conducting such research, must have completed the required CITI training modules prior to submission of an IRB application. Information on the training requirements is available on the human subjects research website.

**Contact:** Beth McTernan, IRB Manager 744-5700  
Diana Jacobs, IRB Coordinator, 744-3377

### *Institutional Animal Care & Use Committee (IACUC)*

#### Does Your Research Involve Animals?

The IACUC is established by federal mandate at institutions that use animals for research, teaching, personnel training, and testing. The IACUC reviews activities involving animals for compliance with federal, state, and local laws, regulations, and guidelines. OSU policy requires IACUC review and approval of all research, teaching, and testing activities involving live vertebrate animals conducted by faculty, staff, students, post docs, visiting scientists or other temporary personnel on OSU property or involving the use of OSU-owned animals.

**Contact:** Deena Gregory, IACUC Mgr. 744-3592

### *Laser Safety*

OSU policy requires faculty, staff, students, post docs, visiting scientists or other personnel who plan to use Class 3b and/or Class 4 lasers in research or instruction to have prior approval from OSU's Laser Safety Officer. Laboratory inspection is a pre-requisite to this approval.

**Contact:** Dan Van Gent, LSO 744-8721

### *Radiation Safety*

OSU's Radiation Safety Program operates under the supervision of the Oklahoma Department of Environmental Quality. If you use or plan to use radioactive materials in research or instruction, you must have prior approval from the Radiation Safety Officer and Committee. Laboratory inspections may be a pre-requisite to this approval. Contact the Radiation Safety Office if you anticipate the use of radioactive materials, adding radioisotopes for which you have not received Committee approval, or purchasing x-ray producing equipment including certain types of electron microscopes. Current users are reminded that if you anticipate the need to relocate or surplus older equipment, such as liquid scintillation counting systems or x-ray units, the RSO must be notified in advance.

**Contact:** Dan Van Gent, RSO 744-8721  
Jim Tucker, Rad Safety Specialist 744-7890  
Brandi Simmons, Rad Safety Technician 744-3474

### *Institutional Biosafety Committee*

#### Do You Work With Recombinant DNA, Infectious Agents or Toxins?

IBC policy requires that all research and teaching activities conducted by faculty, staff, students, post docs, visiting scientists or other temporary personnel on OSU property or involving the use of OSU-owned equipment, be reviewed and approved by the Institutional Biosafety Committee (IBC) if the activity involves the use of microorganisms or toxins that have the potential to be harmful to humans, animals, and/or plants. Activities that must be reviewed and approved by the IBC prior to initiation include:

- recombinant DNA experiments involving animal, plant, microbial pathogens, whole plants or animals, or humans
- biohazardous agents that have the potential to be harmful to humans, animals, and/or plants
- biological toxins
- prions
- select agents and toxins

In addition, activities involving recombinant DNA-containing plants, plant-associated microorganisms and small animals shall be conducted in accordance with Appendix P, Physical and Biological Containment for Recombinant DNA Research Involving Plants, as contained in the latest copy of the [NIH Guidelines for Research Involving Recombinant DNA Molecules](#).

The IBC inspects and approves all laboratories, facilities, and greenhouses where biosafety level 2 or biosafety level 3 containment is required. Collectively, IBC members have the experience and expertise to review research and teaching protocols and assess potential risk to people, animals, and plants.

**Contact:** Carrie Smith, BSO 744-3203;  
Jennifer Nangle, Assistant BSO 744-3376

The Office of University Research Compliance (URC) is dedicated to assisting OSU faculty, students, and staff in obtaining the necessary approvals to ensure compliance with all federal and state regulations, as well as university policies, governing the conduct of research.

Through centralized coordination of administrative activities, education, and training the URC provides information and guidance in the areas of animal research, biosafety, human subject research, radiation safety, and laser safety. We encourage you to contact us, as we look forward to working with you.

Virtually every research project will be faced with at least one research compliance issue, possibly more. This pamphlet is designed to provide a brief overview of the areas of research compliance that fall within the purview of the Office of University Research Compliance. Topics include the:

- 1) Institutional Review Board (IRB) and research involving human subjects;
- 2) Institutional Animal Care and Use Committee (IACUC) and activities involving animal subjects;
- 3) Institutional Biosafety Committee (IBC) and activities involving recombinant DNA and microorganisms and/or toxins that have the potential to be harmful to humans, animals and/or plants;
- 4) Radiation Safety Committee and activities involving radiological materials and radiation emitting devices.
- 5) Laser Safety Committee and activities involving Class 3b and Class 4 lasers.

# QUESTIONS?

## CONTACT US

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UNIVERSITY RESEARCH COMPLIANCE  
<http://compliance.vpr.okstate.edu>

**UNIVERSITY  
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**219 CORDELL NORTH**

**VICE PRESIDENT FOR  
RESEARCH DIVISION**



**OSU Research**

**Over 100 Years of Research**