VCOM International Research Project Management Guidelines and Action Plan for Faculty and Students

Please read and follow the guidelines for International Research Projects for students. Upon signing this form, students will need to complete the supplemental “Plan of Student Research Worksheet”.

Disclaimer: These Guidelines and Action Plan are supplemental and complementary to the “International Human Subjects Research Procedure Outline” The purpose of these Management Guidelines and Action Plan is a convenient checklist for students and faculty to follow in order to meet internal requirements by VCOM IRB, the International Outreach program, and in-country non-U.S. research approval.

**Student Responsibilities**

1. Student must identify a Faculty Principal Investigator (PI) to provide long-term leadership on the project, including full involvement in all aspects of the student research, assignments, and time allocation
2. All student researchers must complete the CITI training for Research involving Human Subjects and obtain IRB Approval.
3. Students will report to the faculty PI for their research

**Principal Investigator Responsibilities**

1. The PI is responsible for International IRB approval with assistance from the International Outreach office and VCOM IRB submission.
2. The PI is responsible for supervision of all aspects of student research including data collection at international sites either by going to the site or other appropriate arrangements.
3. The PI will arrange data analysis through VCOM biostatistician or special arrangements by the PI.
4. The PI will mentor students and approve all publication, posters, publications, and related public access to results.

**VCOM International Program Responsibilities**

1. The international Outreach office and Research Specialist will provide administrative support and management for international research but will not take responsibility for conducting research or data collection, unless approved in advance
2. The International Outreach office will support the PI but not direct responsibility to provide student management including CITI training follow up, IRB documentation approval, IRB appointments, etc. This will be the Faculty PI and VCOM IRB responsibility.
3. The International Outreach office responsibility is to provide support to faculty who will direct students, mentor, and guide.

**Student Researcher** Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Principal Investigator** Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice-Provost for Intl Program** Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_