

# Responsible Conduct of Research

The Office of Research Compliance and Assurance in addition to other areas of compliance provides programs and services to help you meet ethical and regulatory requirements for the responsible conduct of research. This guide provides information on how to meet requirements and contact information on offices that offer support.

## IF YOU:

## YOU NEED TO:

### Office of Research Compliance and Assurance

Oversee laboratory operations/research work	<ul style="list-style-type: none"> <li>• Conduct research/publication activities according to accepted ethical standards</li> <li>• Ensure key research personnel (<i>including yourself</i>) have received appropriate training</li> <li>• Be prepared to deal with emergencies</li> <li>• Manage conflicts of commitment and interest that may arise</li> </ul>
Conduct research/teaching activities involving animals	<ul style="list-style-type: none"> <li>• Obtain approval for use of animals from the Institutional Animal Care and Use Committee (IACUC); meet training requirements, enroll in Occupational Health Program</li> </ul>
Conduct research involving human subjects (including human biological specimens)	<ul style="list-style-type: none"> <li>• Review IRB Guidebook Manual</li> <li>• Complete appropriate IRB application and relevant materials</li> <li>• Obtain approval or exempt determination before initiating research</li> <li>• Complete required training</li> </ul>
Conduct research with human materials, human pathogens, transgenic animals nonhuman primate materials, potentially infectious materials or recombinant DNA	<ul style="list-style-type: none"> <li>• Register research project with the Institutional Biosafety Committee via the Office of Research Compliance and Assurance</li> <li>• Obtain approval before initiating research</li> <li>• Complete required training</li> </ul>
Handle biomedical waste in the laboratory	<ul style="list-style-type: none"> <li>• Know the options and requirements for disposal of biological waste</li> <li>• Attend biomedical waste training class</li> </ul>
Have a question/concern/possible allegation about misconduct in research	<ul style="list-style-type: none"> <li>• Standards in the Conduct of Research policy at: <a href="http://www.southalabama.edu/researchcompliance/standards.html">http://www.southalabama.edu/researchcompliance/standards.html</a></li> <li>• Policy applies to all research regardless of funding source</li> <li>• Allegations of scientific misconduct (<i>as defined by policy</i>) should be reported to the department chair</li> <li>• The faculty member(s) involved and the dean of the school/college is notified</li> </ul>
Are conducting research where you have accepted restrictions on publications and/or whom you can hire OR are working with physical items subject to Export Controls <a href="http://www.access.gpo.gov/bis/ear/ear_data.html">http://www.access.gpo.gov/bis/ear/ear_data.html</a> <a href="http://www.pmdtdc.state.gov/regulations_laws/itar_official.html">http://www.pmdtdc.state.gov/regulations_laws/itar_official.html</a>	<ul style="list-style-type: none"> <li>• Try to have publication and hiring restrictions removed</li> <li>• IF NOT request a Technical Review of the project from the Office of Research Compliance and Assurance               <ul style="list-style-type: none"> <li>- Develop a Technology Control Plan for safeguarding the technical data or item</li> </ul> </li> <li>• OR Apply for a license from federal authorities</li> </ul>

For all faculty and administrative positions at or above a director level, a *Annual Financial Conflict of Interest Disclosure* form is required by Sept 30 each year and filed with their respective department chair/supervisor.

### Office of Safety and Environmental Compliance

Work with chemicals	<ul style="list-style-type: none"> <li>• Review the USA Chemical Hygiene Plan (addresses safe use, proper storage, emergency response procedures, etc. for chemicals in your laboratory)</li> <li>• Ensure your laboratory personnel are familiar with use of Material Safety Data Sheets</li> </ul>
Use of biological safety cabinets	<ul style="list-style-type: none"> <li>• Obtain certification at the time of installation and annually thereafter</li> </ul>

#### CONTACTS:

Office of Research Compliance and Assurance  
[www.southalabama.edu/com/research/index.html](http://www.southalabama.edu/com/research/index.html) • 460-6625

Institutional Animal Care and Use Office  
[www.southalabama.edu/com/research/animalcare.shtml](http://www.southalabama.edu/com/research/animalcare.shtml) • 460-6863

Institutional Review Board  
[www.southalabama.edu/com/research/humansubjects.shtml](http://www.southalabama.edu/com/research/humansubjects.shtml) • 460-6308

Institutional Biosafety Office  
[www.southalabama.edu/com/research/biosafety.shtml](http://www.southalabama.edu/com/research/biosafety.shtml) • 460-6625

Export Controls • 460-6509  
<http://www.southalabama.edu/researchcompliance/exportcontrol.html>

Safety and Environmental Compliance  
[www.southalabama.edu/environmental/](http://www.southalabama.edu/environmental/) • 460-7070

Radiation Safety Office  
[www.southalabama.edu/com/research/radiation.shtml](http://www.southalabama.edu/com/research/radiation.shtml) • 460-7063

