



UNM

Office of the Institutional Review Board

Standard Operating Procedures		
SOP #507.2 Revision 2	TITLE: Principal Investigator Eligibility	Effective Date: 11/1/2016
Approved By: OIRB Director	Signature 	Date 11/2/2016
Approved By: IRB Chair	Signature 	Date 11/9/16

PURPOSE

This policy applies only to Human Subjects Research (HSR) conducted at The University of New Mexico, Main and Branch Campuses. The UNM Main Campus Institutional Review Board (UNM IRB) is designated to protect the rights and welfare of research subjects by reviewing and monitoring research involving human subjects. In order to approve research, the IRB must determine that studies have the resources necessary to protect participants and there is adequate time for the researchers to conduct and complete the research.

The purpose of this policy is to ensure that individuals who are named as Principal Investigator (PI) on UNM HSR protocols have sufficient authority, appropriate background, accountability and resources for the conduct of the research project in accordance with institutional policy, state and federal regulations, including assumption of fiscal responsibility.

REVISIONS FROM PREVIOUS VERSION

Addition of IRB review of time and resources available to conduct research; addition of requirement for documentation of UNM affiliation

POLICY

To be eligible to serve as PI on a HSR protocol submitted to the UNM IRB, an individual must meet one of the following criteria at the time of protocol submission:

- is a UNM faculty employee, defined by the Faculty Handbook B2.2 and B2.3 at an FTE greater than 0.25, or
- is a UNM staff employee with a Letter of Academic Title ("LAT") approved by the relevant dean or director, and by the Senior Vice Provost.

Exceptions

In special instances and with the support from the UNM department chair or center director, other members of the university community may request approval from the IRB to serve as PI. These individuals include:

- UNM Main and Branch Campus staff without an LAT when research activities are within the scope of the individual's responsibilities, or
- UNM Main and Branch Campus faculty who are 0.25 FTE or less.



- Unpaid faculty, emeritus faculty or visiting scholars from other institutions conducting UNM engaged research.

Support from the UNM academic department chair or center director must include:

1. **endorsement** that the individual has the chair's or center director's approval to conduct the research **AND**
2. assurance that the department or center **will assume all responsibility** for the conduct of the research project including administrative issues.

RESPONSIBILITIES

Execution of SOP: Researchers, OIRB Staff, Executive Director for R&C

PI ELIGIBILITY EXCEPTION REQUEST PROCEDURE

To request approval of an exception to serve as PI:

1. Complete the Principal Investigator Eligibility Request Form. This form must be signed by the Department Chair/Center Director or designee to document support and approval. The final file format must be in PDF.
2. Provide a PDF copy of the individual's completed Curriculum Vitae (CV).
3. Provide a copy of documentation evidencing UNM appointment or affiliation (such as LAT, Visiting Scholar appointment letter, etc.)
4. Provide a PDF copy of the individual's valid certification of human subject research protections training in the past three years (e.g. CITI or NIH).
5. Submit to the OIRB the signed request form, CV, and training certificate through IRBNet as part of a New Project or Amendment submission.

The request will be reviewed by the Director of the Human Research Protections Program. When approved, the PI will receive a signed copy of the form. PI's may be required to attend an in-person orientation with OIRB staff if deemed appropriate.

For additional information regarding Human Subjects Research Principal Investigator Eligibility at the UNM Main and Branch Campuses, please contact the Office of the IRB at IRBMainCampus@unm.edu or (505) 277-2644.