

Memorandum

To: NU Personnel Involved in Human Subject Research
From: Stephen W. McKnight, Acting Vice Provost for Research
Subject: Required Training for Research Involving Human Subjects
Date: October 16, 2008

Northeastern University is committed to conducting research that follows the highest ethical standards. When research is conducted with human subjects, it is imperative that the Institution provide full protection and respect for each participant in *every* project. Northeastern University has signed an Assurance with the Office of Human Research Protections (OHRP), Department of Health and Human Services, in which the university states that it will fully comply with all federal guidelines regarding the protection of human subjects. *Compliance with these standards is mandatory for all faculty, staff, and students during the conduct of research, whether funded or unfunded, involving human subjects.*

Training in ethical standards for human subject research has long been required for NIH-funded studies. **Northeastern University is now requiring completion of this training for all human subject research, regardless of whether or not investigators have received funding to support their project. This requirement will be effective as of November 15, 2008 for all new protocols.**

The web site address for this training may be found at the following address:
<http://phrp.nihtraining.com/users/login.php>. Once the training has been successfully completed, researchers will receive a certificate which should be printed out. A copy of this certificate should be included with protocol materials that are submitted to the Division of Research Integrity.

Human subject research includes:

- i) Data through intervention or interaction with an individual (i.e. interviews, surveys, clinical testing, or any other physical intervention or personal interaction). Anonymous classroom surveys for pedagogical or instructional purposes are generally not included if they don't inquire about sensitive or illegal activities.
- ii) Identifiable private information (i.e. medical or school records, legal or insurance information, private government records).
- iii) Human tissue, fluids, or DNA *even if you received them from another source.*

Faculty, staff, and students are reminded that all research and instruction projects involving human subjects or data collected from human subjects must be reviewed and approved by the NU IRB prior to the start of any project. This includes research conducted by faculty or by students (including theses, dissertations, etc.) whether on campus or off-campus, whether funded or unfunded. Investigators participating in collaborative research approved at another site must also receive Northeastern University approval. Any deviation or omission on the part of an investigator places the University at risk of losing its status as a site for federally-funded research.

**All protocol requests for research concerning human subjects should be addressed to:
Nan Clark Regina, Director, DRI, (x 4588, 960 Renaissance Park).**

Further information is available at http://www.research.neu.edu/research_integrity/

Thank you in advance for your commitment to this effort.