

Conducting Research Responsibly

The Office of the Vice President for Research provides programs and services to help faculty, staff, and students meet the ethical and regulatory requirements for the responsible conduct of research. The Office of University Research Compliance is tasked with leading the effort in many areas. The chart below provides information on basic requirements and how to achieve compliance. Contact information for the many units involved in support of this effort is also provided.

If you...

You need to...

<p>Have a laboratory or oversee research work</p>	<ul style="list-style-type: none"> • Ensure that all personnel (including yourself) have received appropriate training. • Ensure that your lab and equipment is current on all inspections and certifications. • Be prepared to deal with emergencies – have written procedures to deal with each emergency situation that may occur (i.e., spills); ensure that personnel are familiar with the procedures; and maintain current contact information on door signs for emergency personnel. • Conduct research and publication activities according to accepted ethical standards.
<p>Conduct research, teaching, or testing activities involving live, vertebrate animals</p>	<ul style="list-style-type: none"> • Obtain approval for use of animals in research, teaching, or testing activities from the Institutional Animal Care and Use Committee (IACUC) – see the following website for assistance and information: https://research.okstate.edu/compliance/iacuc/index.html. • Report any concerns about animal health and safety; perceived deficiencies; or activities of non-compliance to the Office of University Research Compliance, the IACUC, the University's Attending Veterinarian, and/or the Vice President for Research. For Confidential Reporting (EthicsPoint): https://research.okstate.edu/compliance/confidential-reporting.html. • Arrange to visit with the Director of Animal Resources and University Attending Veterinarian for animal housing, procedures, anesthesia, analgesia, euthanasia, or other issues specific to animal health and safety.
<p>Conduct research involving human subjects (including human biological specimens)</p>	<ul style="list-style-type: none"> • Review the Institutional Review Board (IRB) Handbook. • Complete required IRB training: https://research.okstate.edu/compliance/irb/training-and-education.html. • Obtain approval or exempt determination from the IRB prior to starting research. • Visit the IRB website for more information: https://research.okstate.edu/compliance/irb/index.html.
<p>Conduct research with biohazardous material; toxins; Select Agents; human materials; any plant, animal, or human pathogens; transgenic plants or animals; or recombinant DNA</p>	<ul style="list-style-type: none"> • Contact the Biosafety Office to determine what is required for your project. • Register your project with the Institutional Biosafety Committee (IBC) and obtain approval before initiating your research. • Request to have your laboratory inspected or verify that the last inspection is still valid. • Visit the IBC website for more information: https://research.okstate.edu/compliance/ibc/index.html.
<p>Work with radioactive materials and/or ionizing radiation producing equipment such as x-ray units, diffraction units, electron microscopes, turbidity analyzers and densitometers, etc.</p>	<ul style="list-style-type: none"> • Complete required training and obtain approval from the Radiation Safety Officer and Radiation Safety Committee to work with radioactive materials and/or ionizing radiation producing equipment: https://research.okstate.edu/compliance/rso/training.html. • Request inspection and commissioning of space where radioactive materials and/or ionizing radiation producing equipment will be used. • Complete quarterly radiation safety surveys. • Visit the Radiation Safety website for more information: https://research.okstate.edu/compliance/rso/index.html.
<p>Work with chemicals</p>	<ul style="list-style-type: none"> • Visit the Environmental Health and Safety website for more information: https://ehs.okstate.edu.
<p>Use biological safety cabinet(s)</p>	<ul style="list-style-type: none"> • Ensure cabinet(s) certification is current - certification is required at the time of installation, annually, and any time the unit is re-located. • Contact Environmental Health and Safety to coordinate certification.
<p>Generate hazardous waste in the laboratory</p>	<ul style="list-style-type: none"> • Know the options and requirements for disposal of biological, chemical and radiological waste.

If you...

You need to...

Receive, ship, provide for shipment, or transport hazardous or biological material to or from off-campus locations	<ul style="list-style-type: none">• Determine, <i>before</i> shipping, whether the biological material or chemical substance is considered a hazardous material by the Department of Transportation. Contact University Mailing Services for assistance: https://ums.okstate.edu.• Complete Material Transfer Agreement, if applicable – Contact the Technology Development Center for assistance: https://tdc.okstate.edu.• If material is on the HHS/USDA Select Agent List or USDA High Consequence Livestock Pathogens and Toxins List, you must work through the Office of University Research Compliance: https://research.okstate.edu/compliance. Extra paperwork is required by the responsible federal agencies.
Work with and/or operate Class 3B and/or Class 4 lasers	<ul style="list-style-type: none">• Contact the Laser Safety Officer for the requirements and approval to operate Class 3B and Class 4 lasers on-campus.• Complete required training: https://research.okstate.edu/compliance/iso/training.html.• Visit the Laser Safety Website for assistance and information: https://research.okstate.edu/compliance/iso/index.html.
Are going on sabbatical leave or will be absent more than 30 days	<ul style="list-style-type: none">• Appoint a person familiar with laboratory procedures to oversee the laboratory.• Ensure that there is a named co-investigator who has the authority to make any necessary decisions regarding animal use on any animal protocol.• Ensure that there is a named co-investigator who has the authority to make any necessary decisions regarding the approved protocol or SOP.• Inform the appropriate compliance officer for your research whom they should contact in your absence and in case of an incident.
Are resigning or leaving the University	<ul style="list-style-type: none">• Contact the Office of University Research Compliance if you were approved to work with human subjects, animals, biological materials, radioactive materials, ionizing radiation producing equipment, or Class 3B and/or Class 4 lasers.• Arrange for final disposition/disposal of all biological, chemical, and radiological materials.• Decontaminate all work surfaces and perform a radiation survey, if applicable.
Need patents, copyrights, invention disclosures, technology commercialization licenses, confidentiality agreements	<ul style="list-style-type: none">• Contact the Technology Development Center (TDC): https://tdc.okstate.edu.
Need assistance with non-disclosure agreements, research agreements involving intellectual property issues, unique research-related agreements	<ul style="list-style-type: none">• Contact the Technology Development Center (TDC): https://tdc.okstate.edu.
Have sponsored project proposals, and need assistance with budget review; grants and contracts; subawardees and consultants; service agreements; facilities and administrative (indirect) costs; or award reporting	<ul style="list-style-type: none">• Contact your college research support office or department for guidance in submitting proposals and post-award management.• Contact the Office of University Research Services for guidance and assistance: https://research.okstate.edu/urs/.
Are conducting research with technologies that may fall under Export Control Laws	<ul style="list-style-type: none">• Contact the Office of University Research Services for guidance and assistance: https://research.okstate.edu/urs/.• Contact University Mailing Services for assistance in shipping and receiving of materials that may fall under DOT regulations: https://ums.okstate.edu.

Vice President for Research
405.744.6501
<https://research.okstate.edu>

University Research Compliance
405.744.1676
<https://research.okstate.edu/compliance>

Technology Development Center
405.744.6930
<https://tdc.okstate.edu>

University Research Services
405.744.9991
<https://research.okstate.edu/urs/>

University Mailing Services
405.744.5386
<https://ums.okstate.edu>

Environmental Health and Safety
405.744.7241
<https://ehs.okstate.edu>