Faculty Mentor Responsibilities and Acknowledgement

Introduction

This guide covers information and tasks relevant to individuals who serve as a **Faculty Mentor**.

Faculty Mentors

Research projects that are submitted by a student are required to have a designated faculty mentor who is responsible for providing oversight and guidance. This includes providing information to the student about the general principles of research ethics (including the Belmont Report) for research involving human subjects and providing assistance in determining whether a student's project requires review by the Institutional Review Board (IRB).

The IRB ultimately holds the faculty mentor responsible for the overall management of an approved research study in conjunction with the student PI.
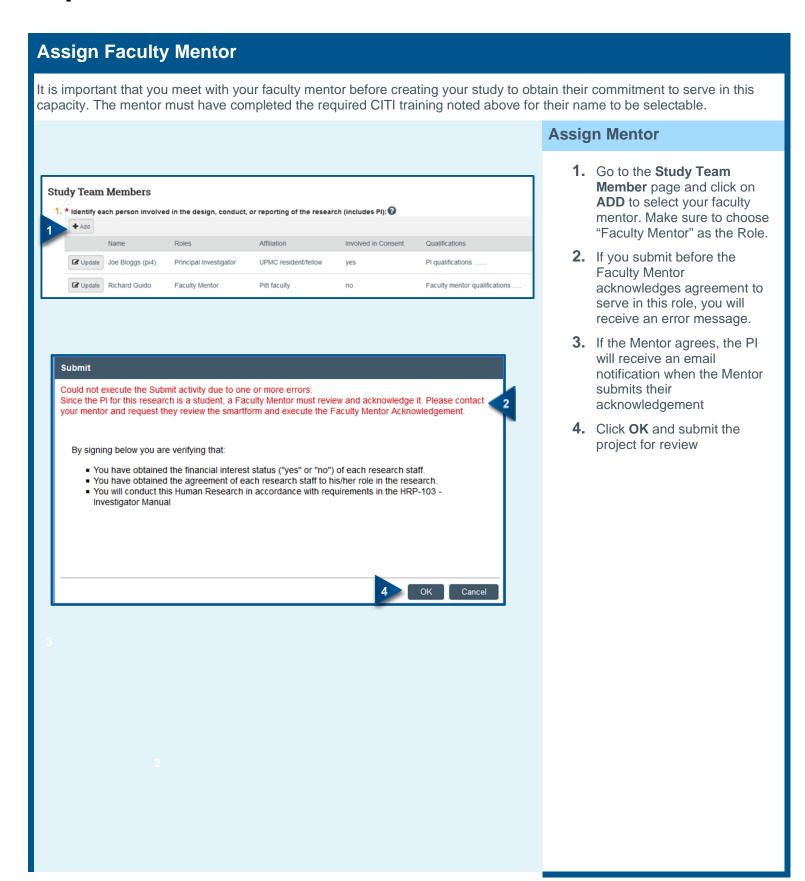
Who can serve as a Faculty Mentor?

Any level of University faculty members may serve as a Faculty Mentor except for Adjunct faculty.

Responsibilities of a Faculty Mentor

1. Complete the required research ethics courses through the Collaborative Institutional Training Institute (CITI) using the Pitt CITI access portal. At a minimum, mentors must complete one of the Human Subjects Protection courses and the Responsible Conduct of Research course. Additional courses required are based on the research being conducted and may change over time. Detailed information on required Training Courses is available on the Office of Research Protections website and listed below are a few examples.

   - Study includes a medical record review → Privacy & Information Security course is required
   - Study meets the definition of a Clinical Trial → Good Clinical Practice course is required

2. Mentor has a potential financial interest in the research being conducted, the Conflict of Interest course is required (contact the Conflict of Interest Office for more information)

3. Ensure the student is familiar with applicable policies of Human Research Protection (HRP) and the University, Federal regulations governing human subjects research, HIPAA, and policies that apply to special populations.

4. Actively participate in the planning, design, and implementation of the research project. This may include determining the department for scientific review, addressing issues related to consent, and developing an appropriate recruitment strategy.

5. Participate in consults between the student and the staff of the HRP from pre-submission through study completion.

6. Ensure that enough time is allocated for the IRB review process, especially if the project will be conducted in an international setting.

7. Ensure that the student is aware of and fulfills the responsibilities of a principal investigator as outlined in the HRP Policy and Procedures Manual, Chapter 4, and monitoring the students work to ensure these requirements are fulfilled.

8. For international studies, mentors should make sure students are aware of local customs and regulations. It is important that a communication plan be developed in the event of a problem with the project or if there is a security issue that arises related to the safety of the student.

9. Provide support to the student throughout the life of the study to monitor the progress. This includes submitting modifications and continuing review, unanticipated problems that arise, and a final report when the study is complete.

Steps in PittPRO

Assign Faculty Mentor

It is important that you meet with your faculty mentor before creating your study to obtain their commitment to serve in this capacity. The mentor must have completed the required CITI training noted above for their name to be selectable.

Study Team Members

1. * Identify each person involved in the design, conduct, or reporting of the research (includes PI): ❓

1 ➕ Add

	Name	Roles	Affiliation	Involved in Consent	Qualifications
✏ Update	Joe Bloggs (pi4)	Principal Investigator	UPMC resident/fellow	yes	PI qualifications ....
✏ Update	Richard Guido	Faculty Mentor	Pitt faculty	no	Faculty mentor qualifications .....

Submit

Could not execute the Submit activity due to one or more errors:
Since the PI for this research is a student, a Faculty Mentor must review and acknowledge it. Please contact your mentor and request they review the smartform and execute the Faculty Mentor Acknowledgement.   **2**

By signing below you are verifying that:

- You have obtained the financial interest status ("yes" or "no") of each research staff.
- You have obtained the agreement of each research staff to his/her role in the research.
- You will conduct this Human Research in accordance with requirements in the HRP-103 - Investigator Manual

4 ▸ OK   Cancel

Assign Mentor

1. Go to the **Study Team Member** page and click on **ADD** to select your faculty mentor. Make sure to choose "Faculty Mentor" as the Role.

2. If you submit before the Faculty Mentor acknowledges agreement to serve in this role, you will receive an error message.

3. If the Mentor agrees, the PI will receive an email notification when the Mentor submits their acknowledgement

4. Click **OK** and submit the project for review
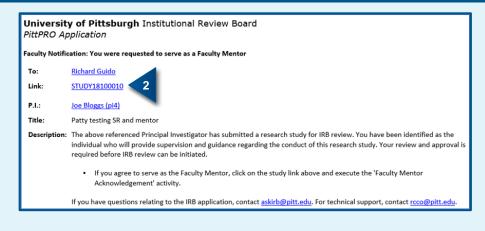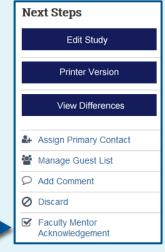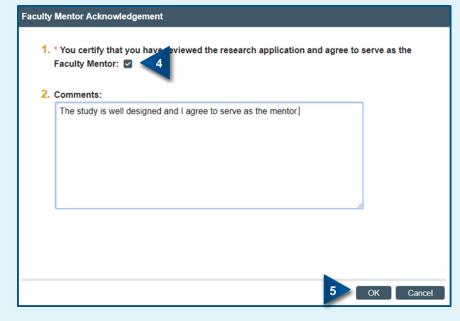
Faculty Mentor Acknowledgement

The Faculty Mentor will receive an email notification indicating the request to serve as a mentor. If the mentor is not able to serve in this capacity, then the PI must identify another individual on the Study Team Member page.

University of Pittsburgh Institutional Review Board
PittPRO Application

Faculty Notification: You were requested to serve as a Faculty Mentor

To:	Richard Guido
Link:	STUDY18100010
P.I.:	Joe Bloggs (pi4)
Title:	Patty testing SR and mentor
Description:	The above referenced Principal Investigator has submitted a research study for IRB review. You have been identified as the individual who will provide supervision and guidance regarding the conduct of this research study. Your review and approval is required before IRB review can be initiated.

- If you agree to serve as the Faculty Mentor, click on the study link above and execute the 'Faculty Mentor Acknowledgement' activity.

If you have questions relating to the IRB application, contact askirb@pitt.edu. For technical support, contact rcco@pitt.edu.

Next Steps

- Edit Study
- Printer Version
- View Differences

- Assign Primary Contact
- Manage Guest List
- Add Comment
- Discard
- Faculty Mentor Acknowledgement

Faculty Mentor Acknowledgement

1. * You certify that you have reviewed the research application and agree to serve as the Faculty Mentor: ☑

2. Comments:

> The study is well designed and I agree to serve as the mentor.

OK   Cancel

Record Mentor Decision

1. Email notification is sent to Faculty Mentor.

2. Click on the **Link** in the notification to be re-directed to the study workspace or the study will be displayed under your **My Inbox**

3. Click on Faculty Mentor Acknowledgement

4. Check the box in **Q1** and enter a comment.

5. Click **OK** to finish.

The mentor will receive an email about the review and the study will also appear in the mentor's IRB Inbox.