SUNY Upstate Medical University Human Research Protection Program (HRPP) Quick Reference Guide

The purpose of the SUNY Upstate Medical University ("Upstate") HRPP, in partnership with its research community, is to foster an environment that promotes respect for the rights and welfare of individuals participating in research and is responsible for ensuring the ethical and equitable treatment of all human subjects in research conducted by or under the auspices of Upstate Medical University.

Upstate HRPP Structure

The HRPP consists of individuals, departments, and committees with responsibilities for human research protections such as the Institutional Official, the Director of the HRPP, the IRB, the Institutional Biosafety Committee (IBC), the Radiation Safety Committee (RSC), the Research Conflict of Interest Committee, Sponsored Programs, Research Pharmacy, Legal Counsel, University Privacy Officer, HRPP and IRB staff, investigators, research staff, and others.

The following officials, administrative units and individuals have primary responsibilities for human subject protections:

- **Institutional Official (IO)**: The ultimate responsibility of the HRPP resides with the Institutional Official (IO) of the program. The IO is legally authorized to represent Upstate and is the signatory of the FWA and assumes the obligations of the Federal Wide Assurance (FWA). At Upstate, the Vice President for Research is the Institutional Official. *David Amberg is the VP for Research and IO for Upstate.*
- **Director of the HRPP**: The Chief Compliance Officer for Research serves as the Director of the HRPP (Director) and reports to the Institutional Official (IO) and is responsible for overseeing the administration of the HRPP and IRB and additional responsibilities as described in the HRPP SOPs. *Nikki Mason is the Chief Compliance Officer for Research and the Director of the HRPP.*
- **HRPP Staff**: In addition to the leadership structure described above, the staffing for the HRPP and IRB includes the IRB Coordinator, Clinical Research Compliance Specialist(s), the Quality Assessment and Improvement Program (QAIP) Coordinator, the Senior Administrative Assistant.
- **Institutional Review Board (IRB)**: Upstate has one internal IRB, appointed by the Institutional Official (IO). The IRB is responsible for the protection of the rights and welfare of human research subjects, through review and oversight of safe and ethical research.
- **Department Chairs and/or Deans**: The individuals are responsible for ensuring that the investigator is qualified by training and experience to conduct the proposed research. Department Chairs/Deans are required to review all proposals before they are submitted to the IRB for review.
- **Principal Investigator (PI)**: The PI is ultimately responsible for the protection of the human subjects participating in research they conduct or oversee.