

Student Research Policies & Procedures

Miami Campus

Introduction

The purpose of this document is to establish the policies and procedures for student researchers at Albizu University Miami Campus (hereafter “AUM”) who wish to propose, conduct, present, publish, or otherwise engage in or disseminate research in affiliation with AUM or with any AUM program, group, club, or organization.

Authorization from Faculty

Before a student researcher may conduct, publish, present, or in any way engage in or disseminate research in affiliation with AUM, they shall obtain prior authorization from one or more members of the AUM faculty (see **Procedure**). This may be the student's Academic Advisor; a member or members of the student's Doctoral Project, Master Thesis, or Doctoral Dissertation committees; or other non-adjunct faculty member(s) with relevant credentials to supervise and approve their research efforts.

Notification to CISR

Student researchers shall notify the Center for Institutional Scientific Research (CISR) when they first obtain approval from a prospective research supervisor or whenever there is a change of supervising faculty member (see **Procedure**).

In addition, student researchers and their research supervisors shall notify CISR whenever the student intends to present, publish, or otherwise disseminate the results and findings of their research as representatives of the AUM research community (see **Procedure**).

Student researchers shall also notify CISR of any plans for research related student travel (e.g., to scientific conferences, meetings, etc.; see **Procedures**).

Responsibilities of a Research Supervisor

The specific responsibilities of a research supervisor shall be:

- Supervising and approving IRB submissions related to the supervised research.

- Supervising and approving any grant or funding applications for the supervised research.
- Supervising and approving any presentations, publications, or other formal disseminations in any format of results and findings related to the supervised research (see **Procedure**).

Any additional responsibilities of the role shall be agreed upon independently between the research supervisor and student researcher and is at the discretion of the supervisor to abide by, uphold, and enforce, subject to AU General Policies and Disciplinary Procedures. Research supervision is a mutually voluntary arrangement between student and supervisor, and may be amicably withdrawn from, suspended, or deferred at any time by either party or both without penalty or retaliation.

Policy Rationale

This policy is in place to ensure that student researchers are properly prepared and adequately supported to conduct, present, or publish their research and to conduct themselves as representatives of AUM. It also ensures that the University is aware of all affiliated research activities by student researchers, for purposes of exercising necessary supervisory and regulatory authorities, and for providing supportive functions such as making researchers aware of funding opportunities and promoting affiliated research findings through activities such as seminars, conferences, and publications.

Procedures

Registering as an AUM Researcher: Prior to proposing or conducting research in affiliation with AUM, student researchers shall obtain the required Institutional Review Board (IRB) access and complete required CITI Training courses. To obtain IRB access, student researchers shall:

1. Enroll in and complete the Albizu University Miami **IRB Training Workshop** (via Blackboard).
2. Complete the following **CITI Program** Training courses (alternate or additional CITI courses may be required for certain types of research):
 - a. **IPS for Researchers**
 - b. **Social-Behavioral-Education Researchers**
3. Obtain BRANY IRB by completing a submitting a **Request for User Access** form.

Obtaining a Research Supervisor: To obtain research supervision from a faculty member, student researchers shall complete a **Research Supervision Proposal** form and submit it for approval and signature to their prospective faculty supervisor*. If the student obtains multiple supervisors, he or she shall submit one form for each supervisor. Once signed, the form shall be emailed to CISR@albizu.edu for final approval.

Changing Research Supervisors: To change research supervisors, student researchers shall first complete a new **Research Supervision Proposal** (see above) and submit it for approval and signature to their new prospective faculty supervisor. In addition, they shall complete a **Change of Research Supervisor Form** and submit it for approval and signature to their new prospective faculty supervisor. If

the student is changing multiple supervisors, he or she shall submit one of each form for each new supervisor. Once signed, these forms shall be submitted by email to CISR@albizu.edu.

Presenting, Publishing, or Otherwise Disseminating Student Research: Before disseminating any research results or findings in affiliation with AUM, student researchers shall submit a **Faculty Letter of Research Support** prior to submitting their research for presentation (e.g. at research conferences) or publication (e.g. in journals or books). This submission must be made at least one month prior to the conference or publication date if requesting or receiving institutional financial support (e.g., travel awards, research grants, etc...), or at least two weeks prior to the conference or publication date if not requesting or receiving institutional financial support.

Traveling for Research Trips: Before traveling for any research related purposes, such as to attend or present at science conferences and meetings, student researchers shall submit a **Student Research Travel Code of Conduct Waiver Form**. This submission must be made at least one month prior to the trip if requesting or receiving institutional financial support (e.g., travel awards, research grants, etc...), or at least two weeks prior to the trip if not requesting or receiving institutional financial support.

Consequences of Non-Compliance

Student researchers who fail to comply with these policies may be subject to the following consequences:

- Denial of authorization to conduct AUM affiliated research.
- Suspension of any active AUM affiliated research activities.
- Denial of permission to present or publish AUM affiliated research.
- Removal from the AUM affiliated research project.
- Academic probation or suspension.

*** Note: Adjunct faculty do not qualify for Research Supervisor Roles.**