CIRC will recommend a management plan to the Vice President for Research. If the Vice President agrees with the plan, it will be sent to you for signature. The management plan will come to you via UI Workflow. You will receive an email from workflow alerting you when it arrives. You will be required to approve the documents. (This will send the documents back to the COIR Office.)

You received an email from the COI in Research Office...

**What does it mean?**

This means that something you have disclosed to the University in eCOI has a connection to your research

**What happens next?**

The Conflict of Interest in Research (COIR) Office will gather all pertinent information and provide a summary to the Conflict of Interest in Research Committee (CIRC). You will be requested to provide some of the information gathered at this stage.

**Key Points to Remember:**

Conflicts of interest are not inherently bad

Conflicts of interest in research are common

Transparency is always good

**CIRC Review**

CIRC will review the case at its monthly meeting. You will be asked for a phone number in the event CIRC has questions during its deliberations. You may attend the meeting, but it is not required.

CIRC will recommend a management plan to the Vice President for Research. If the Vice President agrees with the plan, it will be sent to you for signature.

The management plan will come to you via UI Workflow. You will receive an email from workflow alerting you when it arrives. You will be required to approve the documents. (This will send the documents back to the COIR Office.)

**Management**

Transparency is a key factor in managing financial conflicts of interest in research. This means your disclosing the interest in manuscripts and presentations; disclosing in informed consent documents; notifying students or other research team members.

Depending on the nature of the study, you may be asked to appoint an independent data monitor. This person will be responsible for reviewing data collection, conclusions, and provide reports to the COIR Office when requested.
Division of Sponsored Programs

Wendy Beaver | Mary Blackwood | Diana Boeglin

Contact DSP

319-335-2123

dsp@uiowa.edu
dsp.research.uiowa.edu

Do you have a question about...

- working with an international collaborator?
- export controls?
- how to apply for a grant?
- finding funding for your ideas?
- different types of sponsors? (federal, industry, & nonprofit)
- contracting with an industry partner?
- how to create a budget?
- sharing data or materials?
- indirect costs?
### Environmental Health and Safety

**Haley Sinn**

#### Mission

The mission of EHS is to support the University’s teaching, research, and health care activities by providing guidance, training and services to the institution and its employees. Our goal is to promote and foster a safe working environment by incorporating health and safety into the daily operations of the University, resulting in the prevention of injuries and illnesses of faculty, staff and students, promotion of best practices as well as compliance with federal, state, and local regulations and laws governing the activities of the institution.

- **Haley Sinn, Director** (335.9553)
- **Jim Pyrz, Assistant Director** (335.4625)

#### General EHS Services

- Incident Investigations
- Safety Reviews: Laboratory, Occupational, Radiation, Waste Generator
- Training and Education

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#### Biological Safety

**Nyree Mortensen, Biological Safety Officer** (353.5679)

- Biohazard Evaluation
- Biological Agent Registration
- Bloodborne Pathogens Program
- Human Stem Cell Registration and Compliance
- Permits – CDC and USDA
- rDNA Registration and Compliance
- Select Agent Registration and Compliance
- Shipping Infectious Substances Program

#### Chemical Safety

**Rick Byrum, Chemical Hygiene Officer** (335.9379)

- Chemical Exposure Assessments
  - Chemical safety consultation
  - Personal protective equipment selection/use
  - Program reviews and evaluations
- Chemical Inventory Management
- Chemical Storage, Emergency Preparedness, & Spill Response Guidance
- Controlled Substances in Research
- Fume Hood Airflow Tests
- Safety Data Sheet Management

#### Occupational Safety

**Steve Paulsen, Occupational Safety Manager** (335.9555)

- Control of Hazardous Energy (Lock-out/Tag-out)
- Indoor Environmental Quality Evaluations
- Industrial Hygiene Evaluations
- Machine and Power Equipment Safety
- Noise Evaluations
- Personal Protective Equipment Selection/Use
- Safety Management Program Development

#### Radiation Safety

**Gordon Axt, Radiation Safety Officer** (335.8503)

- Contamination Surveys
- Instrument Calibration
- Laser Safety
- Licensing and Regulatory Compliance
- Radiation Exposure Monitoring
- Shielding Design and Assessment
- Shipping and Receiving
- UIHC Therapy Patient Monitoring
- X-ray Machine Compliance and Registration

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#### Environmental/Waste Management

**Jim Pyrz, Environmental Safety Manager** (335.4625)

- Biohazardous Waste Collection/Management
- Chemical Recycling
- Hazardous Waste Collection/Management
- Operation of EPA-Permitted Facility
- radioactive Waste Collection/Management
- Waste Minimization Consultation/Reporting

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#### General Services

- Incident Investigations
- Safety Reviews: Laboratory, Occupational, Radiation, Waste Generator
- Training and Education
UI Institutional Review Boards
The Institutional Review Board (IRB) is an independent, autonomous, ethical review committee that oversees human subjects research conducted by UI faculty, staff and students.

• IRB-01 (biomedical research)
• IRB-02 (social/behavioral/educational research)
• IRB-03 (research at VA Health Care System)
• IRB-04 (research funded by Department of Defense) - currently inactive

Researchers select an IRB based on the department in which they conduct their research. See the HSO website for more information.

The UI IRB may enter into reliance agreements for UI investigators to rely on a commercial or academic IRB, or for external investigators to rely on the UI IRB. This is a single, central or external IRB model.

Human Subjects Office
The Human Subjects Office (HSO) is the administrative office for the IRB and serves as the hub for the UI Human Research Protection Program (HRPP). HSO staff review HawkIRB applications, conduct compliance monitoring and provide educational resources. The HSO also includes the Conflict of Interest in Research Office and support for ClinicalTrials.gov registration and reporting.

https://tinyurl.com/IRBresearchfair

IRB Educational Resources Galore

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher Handbook</td>
<td>Electronic roadmap to navigate the complex UI research environment</td>
<td>Link at top of HSO website</td>
</tr>
<tr>
<td>New Faculty/Staff Researcher Survey</td>
<td>A collaborative effort of 9 units/offices for onboarding new UI faculty and staff researchers</td>
<td>Resources for Faculty &amp; Staff on HSO website</td>
</tr>
<tr>
<td>UI IRB Standard Operating Procedures and Researcher Guide</td>
<td>Reference document for UI IRB policies and procedures and guidance for researchers</td>
<td>Link on left menu bar on HSO website</td>
</tr>
<tr>
<td>eResearch Application System – HawkIRB</td>
<td>Ensures compliance with federal regulations and institutional policies. Integrated with UI Human Research Protection Program (HRPP) units</td>
<td>Link on left menu bar of HSO website</td>
</tr>
<tr>
<td>HawkIRB Trainings</td>
<td>Learn to navigate in the eResearch system and prepare forms for IRB approval</td>
<td>Education and Training page of HSO website</td>
</tr>
<tr>
<td>IRB ICON Course for Researchers</td>
<td>A collection of resources available to anyone with a HawkID; includes: • HawkIRB training recordings • Core Course with a certificate</td>
<td>Portal on the Education and Training page of HSO website</td>
</tr>
<tr>
<td>IRB Office Hours</td>
<td>Drop-in, no appointment necessary; Spring/Fall (twice a week), Summer (once a week)</td>
<td>Education and Training page of HSO website</td>
</tr>
<tr>
<td>IRB Connection Newsletter</td>
<td>Covers topics related to human subjects research</td>
<td>Education and Training page of HSO website</td>
</tr>
<tr>
<td>Class and Small Group Presentations</td>
<td>Provides a general overview of UI IRB structure and approval / training requirements</td>
<td>Education and Training page of HSO website</td>
</tr>
<tr>
<td>Human Subjects Research: An Overview for Researchers</td>
<td>Outlines FA responsibility for overseeing research conducted by student PIs</td>
<td>Education and Training page of HSO website</td>
</tr>
<tr>
<td>Faculty Advisor Responsibilities</td>
<td>Provides forms and a mechanism to check status of other committee reviews</td>
<td>Resources for Faculty &amp; Staff on HSO website</td>
</tr>
<tr>
<td>Course-Related Student Project Policy and Checklist</td>
<td>Allows research methods course instructors to assign a research project for learning purposes that does not require IRB approval</td>
<td>Resources for Faculty &amp; Staff on HSO website</td>
</tr>
<tr>
<td>Glossary of Terms and Acronyms</td>
<td>Defines common acronyms and terms for UI human subjects research</td>
<td>Top of HSO and other Research Administration unit websites</td>
</tr>
<tr>
<td>Support for Single, Central and External IRB Model</td>
<td>Guidance for establishing reliance agreements for lead or relying sites for federally funded, multi-site research and industry-sponsored research</td>
<td>Central &amp; External IRBs (Single IRB of Record) page of HSO website</td>
</tr>
<tr>
<td>Support for Clinical Trials Registration and Reporting</td>
<td>Guidance for registration and results reporting for applicable clinical trials. (ACT)</td>
<td>ClinicalTrials.gov page of HSO website</td>
</tr>
<tr>
<td>Principal Investigator Transfer / Departure Checklist</td>
<td>Separate checklists for funded research or internal, departmental or unfunded research</td>
<td>Division of Sponsored Programs website</td>
</tr>
</tbody>
</table>

Horizon IRB Application System
HawkIRB is a homegrown eResearch application system. The icon at the top of the Human Subjects Office website is the link to this system. Use the following features/resources to prepare HawkIRB applications:

- Help Messages associated with most questions in HawkIRB forms
- Carousel index with links to (1) What you need to start and (2) Why the IRB needs this information
- Workflow for communication during the IRB review process
- Provides forms and a mechanism to check status of other committee reviews

Human Subjects Protection Training
All UI researchers must complete a one-time, human subjects protection (HSP) training in the CITI Program. See instructions to complete the correct training:

#9 – Never completed CITI Program training
#14 – Completed training in the CITI Program at a previous institution

Other trainings available: Responsible Conduct of Research (RCR), Good Clinical Practice (GCP), HSP Training Refresher, VA HSP Training and Refresher, and Export Controls.
ICRU facilitates undergraduate research and creative work at the University of Iowa.

For you:
- Mentoring resources
- REU Support
- Position listings
- Research-Focused First Year Seminars

For your students:
- Courses (credit) for undergrad research
- Presentation opportunities
- Fellowships
- Mentee Training
- Professional Development
- Application support
- Travel Awards

Upcoming Dates:

Summer ICRU Research Fellowships
Due Friday, April 2, 2021

Academic Year ICRU Research Fellowships
Due Friday, April 23, 2021

Spring Undergraduate Research Festival
April 19-23, 2021

In the works:
- Mentor Training
- Graduate Interest POS
- UI Mentor Highlights
Vertebrate Animal Research
Dr. Maria Martino-Cardona (DVM) & Ms. Gwen Waddingham (CPIA)

Office of the Institutional Animal Care & Use Committee (IACUC)

The mission of the IACUC is to promote and to facilitate scientific research while complying with mandatory laws, regulations, and policies. The IACUC strives to reduce the number of animals required, to perform research with techniques that limit pain or distress, and to seek alternative procedures that can supply the required results but do not utilize living animals. To that end, our goal is to promote and encourage an atmosphere of attention, concern and caring for the welfare and comfort of the animals that are under our charge.

The IACUC is charged with a number of functions, including (but not limited to):

• Review and approve, require modification to, or withhold approval of an Animal Protocol, or an amendment to an approved Animal Protocol
• Perform semi-annual inspection of animal facilities and support spaces, as well as the institution’s program of animal care
• Proper recordkeeping and reporting
• Review concerns involving animal care and use at the institution

Questions?
319-335-7985 (main IACUC line)
iacuc@uiowa.edu (to contact the IACUC administrative staff)

Why Animal Research?

Animal research is a major contributor to almost all advances in human and animal health. The similarity in biological makeup between humans and some animals provides insight into diseases such as COVID-19, Diabetes, Cancer and many more. Animal testing also allows scientists to control environmental factors (such as temperature, lighting and diet), which is rather difficult and sometimes unethical during human trials. A controlled environment helps to standardize research conditions and leads to reliable data.

Prior to the initiation of any animal procedures, all research, teaching and training involving the use of vertebrate animals at the University of Iowa must be approved by the Institutional Animal Care and Use Committee (IACUC). Use of vertebrate animals must be reviewed by the IACUC to ensure compliance with Public Health Service (PHS) Policy (administered through Office of Laboratory Animal Welfare, OLAW), Animal Welfare Regulations (administered through USDA-APHIS), and The Guide for the Care and Use of Laboratory Animals (endorsed by OLAW and administered through accrediting body, AAALACi).

Important institutional numbers for grant submissions involving vertebrate animal work:

• PHS Animal Welfare Assurance (D16-00009, A3021-01)
• Registered United States Department of Agriculture research facility (USDA No. 42-R-0004)
• Accredited by AAALACi (#000833, since November 1994)

https://youtu.be/FgFcBBP9Nx4

Office of Animal Resources (OAR)

The University of Iowa provides a centralized animal care program through the Office of Animal Resources (OAR) which reports to the Vice President for Research. The program includes animal housing facilities in the Colleges of Medicine, Liberal Arts and Sciences, and Public Health. Additional sites affiliated with this program are the State Hygienic Laboratory in Ankeny, IA, the Iowa Raptor Project located near Lake Macbride, and the Lakeside Laboratory located near Lake Okoboji in Western Iowa. The OAR’s mission is preservation of the University's animal research privilege and maintenance of a quality animal care and use program.

The OAR is charged with providing a number of functions, including (but not limited to):

• appropriate care of vertebrate animals in research (e.g. daily health and welfare checks, cage changes, provisions of feed/water)
• Veterinary expertise on species/models, techniques, pain management, and diagnoses
• Allocation of resources needed for the maintenance of research animals

Have questions? Give us a call or send us an email.
319-335-7985 (main OAR line)
oar-veterinarian@uiowa.edu (to contact an OAR veterinarian)
oar-office@uiowa.edu (to contact OAR administrative staff)
Jumpstarting Tomorrow: Hybrid pilot grant/community-building program. LOI due April 15.

Pivot: Identify funding opportunities, collaborators, and grants awarded.

Limited Submission Opportunities: Funding Focus Digest email- every Wednesday @ 9am

Arts and Humanities Initiative: Encourages leading edge scholarship, creative activities, and interdisciplinary research.

The Research Development Office offers one-stop “concierge” services to connect researchers and scholars with research administrators and other resources; accelerate discovery and innovation by supporting collaboration, creation, and proposal development; and minimize the administrative burden of research on faculty and staff.

https://research.uiowa.edu/rdo
MISSION
- UIRF assists University of Iowa (UI) faculty and staff researchers in the transfer of technology from the lab to the global marketplace.

COMMERCIALIZATION
- Intellectual Property (IP) Management – identify and protect inventions
- Licensing – market technologies, negotiate contracts with industry

PORTFOLIO
- Therapeutics
  - New or improved compositions, formulations, new methods of use (treatments), etc.
- Medical Devices (all areas) – new or improvements
- Diagnostics
- Software – Healthcare and non-medical applications
- Materials/Engineering
- Educational Assets
- Data (datasets, databases, etc.)
- Research Tools (cells lines, antibodies, animal models)
- Other areas

Revenue Split
UIRF pays all legal costs of inventions.
The UIRF shares the proceeds of any licenses, as follows:
- 25% to inventor(s);
- 15% to academic department(s);
- 15% to academic college(s);
- 25% to UIRF;
- 20% to VPR Research Enrichment Fund.

Contact Us
We’re excited to work with you and look forward to connect if you have any questions about the commercialization of your research.
Website: https://uirf.research.uiowa.edu/
General email: uirf@uiowa.edu
Or contact us directly

Submit an invention disclosure BEFORE a public disclosure
https://uirf.research.uiowa.edu/our-process/submit-invention/
Please complete the **New Faculty Survey**. Based on your responses, representatives from the following campus units will contact you to provide research guidance and support during this onboarding process:

- Office of the Vice President for Research (OVPR)
- Research Development Office (RDO)
- Division of Sponsored Programs (DSP)
- Human Subjects Office (HSO) and Institutional Review Board (IRB)
- Offices of Animal Resources (OAR) and the Institutional Care and Use Committee (IACUC)
- Environmental Health & Safety (EHS)
- University of Iowa Research Foundation (UIRF)
- Institute for Clinical and Translational Science (ICTS)
- Information Technology Systems (ITS)