

## Project Compliance Checklist for New Researchers

The following components are inclusive of different protocols and approvals required before research on campus can begin. Not all will apply to every research project. If you have any questions about applicability to your research, you can reach out to the related office.

### RESEARCH COMPLIANCE

<https://research.kennesaw.edu/compliance/index.php>

- RESPONSIBLE CONDUCT OF RESEARCH (RCR):** If your research is funded by the National Science Foundation or specific grant mechanisms under the umbrella of the Department of Health and Human Services (including the National Institutes of Health), then specific project personnel **must** receive RCR training. For more information, see <https://research.kennesaw.edu/compliance/responsible-conduct.php>.
- CONFLICT OF INTEREST (COI):** Federally funded projects (and some foundation funded projects) require 1) training and 2) annual disclosure of investigator conflicts of interest. For more information on policies and procedures, see <https://research.kennesaw.edu/compliance/coi.php>.
- EXPORT CONTROLS:** Export control issues come into play with transferring materials or information to places or persons considered outside the United States, including campus visitors. For more information, see <https://research.kennesaw.edu/compliance/export-compliance.php>.
- ENVIRONMENTAL HEALTH & SAFETY (EHS):** If your research involves any hazardous materials, biological hazards or materials, radioactive substances, or recombinant nucleic acids you need to reach out to EHS and the appropriate safety committee. For more information, see [https://ehs.kennesaw.edu/services/Research\\_Lab\\_Safety.php](https://ehs.kennesaw.edu/services/Research_Lab_Safety.php).  
  
The **Institutional Biosafety Committee (IBC)** reviews work with biohazards (including human samples) and recombinant nucleic acids. Visit <https://research.kennesaw.edu/ibc/> for more information.
- ANIMAL SUBJECTS:** If your project involves vertebrate animals, you will need to have it reviewed by the **Institutional Animal Care & Use Committee (IACUC)** before beginning work. For more information, see <https://research.kennesaw.edu/iacuc/>.
- HUMAN SUBJECTS:** If your project involves human subjects, you will need to have it reviewed by the **Institutional Review Board (IRB)** before beginning work. For more information, see <https://research.kennesaw.edu/irb/>.
- DATA SECURITY & MANAGEMENT:** Your research data may require special protections and be subject to sharing requirements of research sponsors. For more information, see <https://research.kennesaw.edu/compliance/data-security.php>.

### INTELLECTUAL PROPERTY

<https://research.kennesaw.edu/intellectual-property/>

- PATENTS, COPYRIGHT, & LICENSES:** Your research may result in intellectual property. A helpful FAQ can be found at [https://research.kennesaw.edu/intellectual-property/docs/intellectual\\_property\\_faq.pdf](https://research.kennesaw.edu/intellectual-property/docs/intellectual_property_faq.pdf).

### SPONSORED PROGRAMS ADMINISTRATION

<https://research.kennesaw.edu/sponprog/index.php>

- FINANCIAL CONTROLS:** You can find more information about financial management of your award and your responsibilities at <https://research.kennesaw.edu/sponprog/manage-award/project-mgmt.php>.