COMPLIANCE PAGE & FORM INFORMATION

COMPLIANCE PAGE (IF APPLICABLE)

To determine whether the Compliance Page template must be used, all students must first complete the Institutional Compliance Committee Form.

INSTITUTIONAL COMPLIANCE COMMITTEE FORM (REQUIRED)

REQUIRED FOR ALL GRADUATE STUDENTS:

Federal Regulations require formal review for certain classes of activity BEFORE employees or students begin work. Review is required whether these regulated activities are supported by external or internal funds, whether they are performed as research or as part of normal instruction in a classroom, lab, or practicum, whether they are performed on or off College grounds, and whether they are part of a formal research program or undertaken as the result of academic curiosity on the part of a professor or student.

Areas of concern include:

a) Work that involves living human subjects (including survey research or questionnaires);
b) Work that involves the use and care of vertebrate animals;
c) Work that uses or produces radioactive materials; and
d) Work that involves institutional bio-safety concerns such as:
   • Recombinant DNA
   • Work with any human fluid, tissue or infectious agent
   • Research involving direct or indirect contact with wild-caught animals that may harbor infectious agents

By law, proposed work in any of the four categories above must be reviewed by duly constituted committees appointed by and reporting to senior College administrators. Investigators must submit compliance proposals that include detailed, step-by-step procedures to be used in the research. Further, committee review is required for survey work that may be done year-after-year in scheduled classes or laboratories.

A detailed description of the compliance committees, along with guidance for investigators, is available on the College's Compliance website:
http://www.wm.edu/offices/sponsoredprograms/researchcompliance/guidanceandprocedures/

Individuals who will perform, or intend to perform, a particular activity involving regulated areas may not judge for themselves whether that work is exempt from formal review. If you have questions you should either submit your proposed activity through the Protocol and Compliance Management electronic submission program for review or contact a Committee Chair to discuss it. Written committee approvals must be in place prior to beginning any project.

Given these federal regulations, every A&S graduate student must submit to the Office of Graduate Studies and Research an Institutional Compliance Committee Form (PDF) as a separate form (not inserted into the thesis or dissertation), along with the original and two copies of the final version of their thesis or dissertation.

The Institutional Compliance Committee Form requires original signatures from the student and the student's faculty research advisor certifying that either (1) the research did not involve any of the classes of work detailed above or (2) the research was approved in advance by the appropriate W&M compliance committee(s). In the second case, the thesis or dissertation must include a Compliance Page, based on the Compliance Page template.