

UNIVERSITY OF MAINE AT FORT KENT
HUMAN SUBJECT RESEARCH CHARTER

Name:

Human Subjects Protection Committee

Purpose:

This is a standing committee responsible for the review and regulations of all research involving human subjects in any way, conducted by or under the direction of employees or students of the UMFK campus as called for by the University of Maine Policies and Procedures for the Protection of Human Subjects in Research and in accordance with the Code of Federal Regulations Title 45, Part 46.

Membership:

The committee shall consist of three faculty members drawn from the divisions engaged in active research involving human subjects. Members shall be selected from the appropriate divisions by the faculty nominating committee in consultation with the Vice President for Academic Affairs.

Members will serve for three years with staggered terms. Reappointment is possible. The senior member will act as the Chair and will also keep a record of the actions of the committee.

Responsibilities:

The responsibilities of the committee are to:

1. **Review all applications for research** involving human subjects as submitted by the Division Chairs or through the appeals process as outlined in the "Procedures for Obtaining Permission for Research Involving Human Subjects" on file in the Office of the Vice President for Academic Affairs.
2. Evaluate all applications for congruence with the principles outlined in the Belmont Report, DHEW publication # (OS) 78-0012.
3. Refer all questionable applications for further review to the Human Subjects Review Board.
4. Monitor all research it has approved.
5. Report all infractions in previously approved research to the Human Subjects Review Board.
6. Maintain records of all committee action.

Meetings and Conduction of Business:

1. There will be at least one explanatory and organizational meeting at the beginning of each semester and at least one meeting at the end of each semester to review actions taken. Additional meetings shall be called by the Chair as necessary to fulfill the responsibilities of the committee.
2. All approvals of applications must be unanimous. Referrals to the Human Subjects Review Board may be initiated at the request of any single member of the committee.
3. If it is necessary to call for a review by the Human Subjects Review Board, the Chair, with the advise and consent of the members, shall notify the Vice President for Academic Affairs to initiate action as called for in the University of Maine Policies and Procedures for the Protection of Human Subject Research.

Review of Charter:

The charter of the Human Subjects Protection Committee shall be reviewed after two (2) years of operation and every three (3) years thereafter.

Ratification and Amendment:

1. Ratification of this constitution requires a majority of the eligible voting members of the organization.
2. Subsequent to ratification, this constitution may be amended according to the following procedures: Proposed amendments must be submitted in writing to the faculty at least (10) business days before the meeting at which the amendment is to be presented. All amendments require a two-thirds majority of the eligible voting members of the organization to become a part of this constitution.