I. Policy Statement

As Ball State University faculty and professional staff, we carry the responsibility of educating and shaping future generations in many ways including research experiences. As such, appropriate mentoring for student researchers is vital. Whether it is a case of undergraduate or graduate research, faculty and professional staff who agree to supervise student research must be well versed in the methods and procedures of such projects. Research oversight by mentors must be regular and consistent. The mentor’s role carries with it the same responsibility for research processes and outcomes as are placed on the student researcher. It is expected that faculty or professional staff are overseeing students in every step of the process from the formation of the protocol to the collection and analysis of the data. This policy applies to faculty advising individual research projects and class-based research projects.

II. Procedures

A. Faculty Advisor Responsibilities include, but are not limited to:
   i. Assisting students in developing proper research questions and methodologies;
   ii. Pre-reviewing all research materials before formal submission for IRB review;
   iii. If in agreement with materials submitted by the student researcher, the faculty advisor electronically signs the package;
   iv. Work with the student on necessary revisions, modifications, continuing reviews, etc.;
   v. Supervise in a continuous and ongoing manner all student research activities associated with a project in which a faculty advisor has agreed to oversee;
   vi. The same expectations for faculty supervision are expected for masters level thesis research, doctoral dissertations, graduate research projects, undergraduate honors theses, all other faculty-student research collaborations, class projects, etc.;
   vii. It is the faculty advisor’s responsibility, when a student graduates, to close, modify, and/or take over the study protocol should the student not close the study at or before graduation;
   viii. The advisor of record must complete and pass the appropriate CITI training for the type of research supervised before a protocol is submitted to the IRB;
   ix. Advisors are expected to be available to student researchers being supervised and have the level of expertise needed to supervise a particular research Project;
   x. Other requests made by the BSU ORI and/or the BSU IRB.

B. Failure to abide by these policies may result in appropriate administrative and disciplinary actions under current BSU policies.