

## **Guidelines for doctoral students who wish to submit a MERI application:**

Roles for Doctoral Students and Postdoctoral Researcher:

- Going forward students who wish to submit an application must have a faculty member serve as the Principal Investigator or the Co-PI
- If the doctoral student / postdoctoral research is listed as a co-PI, both they and the faculty member must be listed on the IRB protocol
- Once the student graduates (or the postdoctoral research moves on) from an institution, the faculty member will serve as the Principal Investigator until they are able to establish an IRB and appropriate data storage systems at their new institution.

Data Security:

- Data may only be delivered to the institution that is providing IRB oversight.
- Data may only be delivered to one institution.
- The faculty member who is serving as the PI/Co-PI must hold an appointment at the institution where data are delivered and IRB is recorded.

Study status after student graduates (or postdoctoral research transitions institutions):

If they wish to continue with their study after their institutional affiliation ends, they should follow these steps:

1. Data will remain at the original institution, with the faculty serving as the PI during the transition
2. If project and data will remain at the original institution long-term, the student / postdoctoral research will need to follow these steps:
  - a. Set up a secondary IRB at their new institution, ceding IRB oversight to the institution where data is stored
  - b. Obtain necessary credentials to access the data on the servers
  - c. Complete a change request to update researcher information to new institutional affiliation
3. If project and data will transition to the new institution, the student /postdoctoral researcher will need to:
  - a. Set up a primary IRB at the new institution
  - b. Identify new data storage option that meets data security requirements
  - c. Contact MEDC team to initiate a temporarily transfer of project data
  - d. Once data has been transferred to MEDC, destroy all data remaining at the original institution, and provide confirmation of destruction.
  - e. Complete a change request to update researcher information to the new institutional affiliation, update data security and update the IRB of record
  - f. Data will be re-delivered to the researcher once the change request is approved
  - g. If the faculty member is continuing to work on the project, a secondary IRB should be established at the original institution, and the faculty member should obtain credentials to access data at the new institution.