

Graduate Assistantship (GA) Orientation



WESTERN MICHIGAN UNIVERSITY

The Office of Research and Innovation



Western Michigan University Office of Research and Innovation (ORI)

**Julia Mays
Director Research Compliance**

**Denise Wheatley
Associate Director Research Administration**

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Director Technology and Innovation**

Office of the Vice President for Research and Innovation
<https://wmich.edu/research>

Office for Research and Innovation (ORI)

- **Biosciences Research and Commercialization Center**
- **Commercialization**
- **Evaluation Center**
- **Grants and Contracts**
- **Small Business Development Center Regional**
- **Sponsored Programs**
- **Research Compliance**

Office of the Vice President for Research and Innovation
<https://wmich.edu/research>

Director Research Compliance

Chief administrator

- ✓ Institutional Review Board (IRB)
- ✓ Institutional Animal Care and Use Committee (IACUC)
- ✓ Institution Biosafety Committee (IBC)
- ✓ Training in responsible conduct of research, conflict of interest, research security, human subjects research, and animal research
- ✓ WMU administrator for The Collaborative Institutional Training Initiative (CITI Program)
- ✓ WMU administrator for ClinicalTrials.gov Protocol Registration and Results System (PRS)
- ✓ WMU Administrator for Cayuse IRB

<https://wmich.edu/research/compliance>



Research Compliance

All research done under the aegis of Western Michigan University must adhere to federal, state, and local regulations, along with University policies.

Much of the research (human subject, animal, biohazards, genetic materials, or nuclear materials/radiation, and international) faculty, students, and staff may be engaged in requires oversight/approval from the appropriate University board/committee/official. The policies of the University and committees providing oversight are based on the federal and state regulations governing the research, along with best practices.

- Approval must be obtained prior to implementing the research project.
- There are no exceptions to this requirement.
- In addition, some research requires a training component that must be completed before the project can be approved.



Research Non-Compliance

It is important to note that if a project requires research compliance oversight (IRB, IACUC, and IBC) and required approvals are not obtained prior to implementation there is the potential research misconduct.

Data collected without the appropriate approvals cannot be used for any purpose; this includes causal conversation.

The data is lost and you may not recruit/enroll those individuals for another study with the same focus/research question.

Institutional Review Board (WMU IRB)

Charged with protecting the rights and welfare of humans participating in research as the subject of that project.

The WMU IRB Board includes faculty/staff from different disciplines, along with non-affiliated community members that represent the Kalamazoo area.

- 3 Categories of review (exempt, expedited, full)
- Exempt/Expedited submitted any time revolving review.
- Full must be submitted by 1st Wednesday to be reviewed at meeting on 3rd Wednesday; Researchers invited to attend.



Are you planning to do any of the following?

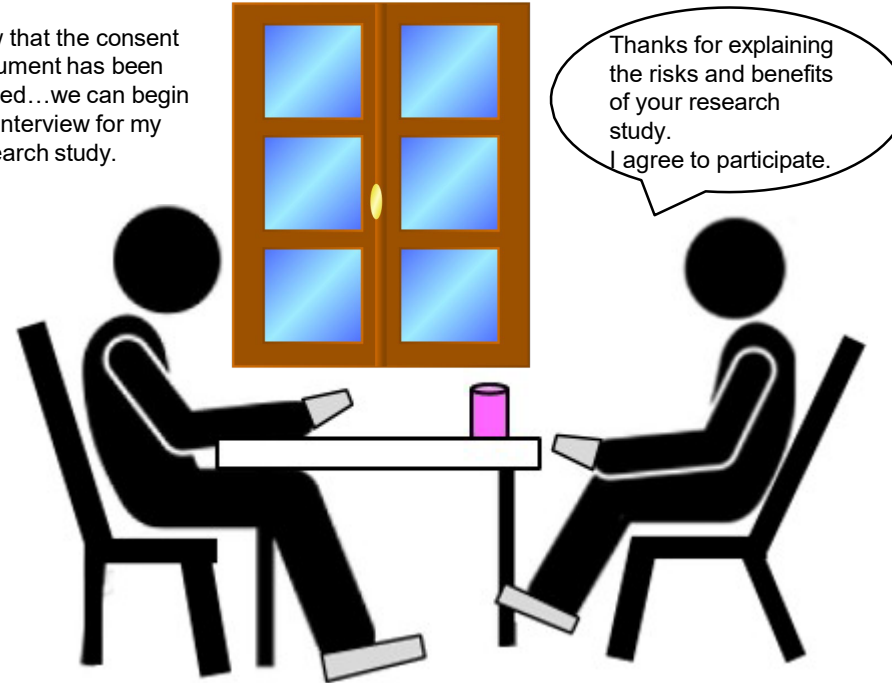
- Conduct a survey
- Interview individuals
- Observe behaviors of individuals
- Implement an intervention involving people
- Analyze data about individuals

If your project appears to involve humans you may need review and approval by the Western Michigan University Institutional Review Board (WMU IRB)



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Now that the consent document has been signed...we can begin the interview for my research study.



Engaging in any of the mentioned or similar activities

Visit our website at

<https://wmich.edu/research/compliance/wmuirb>

or contact WMU's Director Research Compliance
or the Compliance Assistant

wmu-irb@wmich.edu

Preparing for Human Subject Research In-Person or Online

Enhance your research skills and [sign up for a workshop offered by the University Libraries](#). These free, hands-on sessions are perfect for students, faculty and staff who want to learn how to prepare for human subject research, design surveys, work with qualitative and quantitative research data effectively, establish their scholarly profile, and maximize their publishing impact.

Date: Thursday, September 10, 2026
Time: 3:00pm - 5:00pm
Location: Waldo Library - Multipurpose Room 1070

Link to register for in-person or online: [Begin Registration](#)

Presenter: Daria Orłowska, Data Librarian; and Julia Mays, Director Research Compliance

When conducting a human subject research project...

- Projects must be reviewed/approved by the WMU IRB prior to implementing
- All protocols must be submitted through the Cayuse online platform
- **Students must request access to Cayuse**
 - Send an email to the WMU IRB
 - **Provide your full name, WIN number, WMU email and BroncoNet ID**

Cayuse for Proposal Approval and Human Subjects Research



Research Modules

24/7 access via standard WMU credentials.

Log in

The Cayuse Research Suite is a system of integrated, Web-based software modules that deliver flexibility and control in research administration. The Office of Research and Innovation selected this platform in 2021. Guidance for implementation and future training will be provided on this page.

If your login fails and you receive a "Forbidden" response, you can [request access](#).

<https://wmich.edu/research/contact>

Or

wmu-irb@wmich.edu

julia.mays@wmich.edu



The Institutional Animal Care and Use Committee (IACUC)

A local review board, charged with the ethical care and use of animals in teaching and research.

The WMU IACUC includes faculty/staff from disciplines that work with animals in teaching and/or research, along with non-affiliated scientist and non-scientist from the Kalamazoo area.

Protocols may be submitted any time and are reviewed the second Wednesday of each month.



Institutional Biosafety Committee (IBC)

No activity involving the construction or handling of recombinant or synthetic DNA molecules or organisms and viruses containing recombinant or synthetic DNA molecules shall be initiated without prior notification, and if necessary review and approval of the WMU Institutional Biosafety Committee (unless specifically exempt as described in the regulations).

The WMU IBC includes faculty and staff that are experts in biosafety and containment, persons knowledgeable in institutional policies, applicable laws and regulations, at least one laboratory staff member, at least one animal and one plant expert, along with non-affiliated members reflecting the community attitudes.

Protocols registered and approved at annual IBC meeting.



Radiation and Biosafety

Federal and State of Michigan rules and regulations require WMU to assure that exposure to radiation is as low as reasonably achievable.

The radiation safety officer must approve research involving use of radiation and/or radioactive materials. All projects are reviewed to ensure that all teaching, research, and clinical activities involving the use of potentially hazardous microbial agents and/or their products are conducted in a safe and secure environment.



Export Control

Federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade. Export controls usually arise for one or more of the following reasons:

- The nature of the export has actual or potential military applications or economic protection issues.
- Government concerns about the destination country, organization, or individual.
- Government concerns about the declared or suspected end use or the end user of the export.

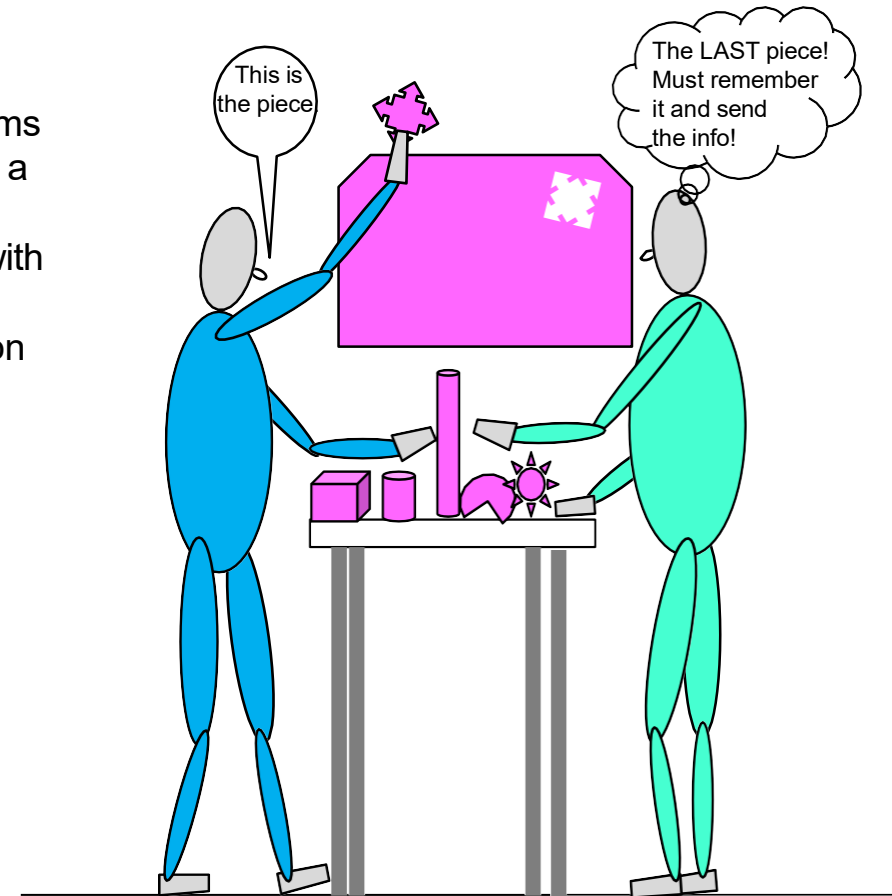


Are you planning to do any of the following?

- Giving a tour through research labs that have controlled items
- Having a sidebar conversation with a foreign person during a conference
- Going on international travel in relation to duties/activities with your WMU employment
- Conducting research that will have restrictions on publication
- Hosting an international visitor
- Shipping/transporting/carrying an item into a foreign country
- Sending an email to a foreign colleague or person
- Providing informal review comments or inputs of an unpublished paper/article for a foreign colleague
- Carrying non-commercial encryption software on your computer outside of the U.S.
- Working on a project that could have commercial and military uses
- Paying or providing an honorarium, a stipend, or per diem to a foreign person from a sanctioned country



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Engaging in any of the mentioned or similar activities

Visit our website at

<http://www.wmich.edu/research/compliance/exportcontrol>

or contact WMU's Research Export Control Officer

ovpr-export-control@wmich.edu

Research Compliance - Training

- All individuals working on an IRB or IACUC protocol must complete the [appropriate courses required through the Collaborative Institutional Training Initiative \(CITI\) program.](#)

Federally Funded Projects

- Individuals working on an NSF funded project must complete a course in the Responsible Conduct of Research.
- In addition, many federally funded projects require training on research security and conflict of interests.



Research Compliance Contact Information

Research Compliance

(269) 387-8293

Email: julia.mays@wmich.edu

IRB

Email: wmu-irb@wmich.edu

IACUC - IBC

Email: research-compliance@wmich.edu

Export Control

Email: ovpr-export-control@wmich.edu

Export Control/Radiation Safety Officer

Michael Center

(269) 387-5933

Email: michael.j.center@wmich.edu



WMU IRB RESOURCES

		Web Links
	Human Subjects Research Protection and the Institutional Review Board Policy	https://wmich.edu/policies/human-subjects-research-protection
	Human Subject Guidance	https://wmich.edu/research/compliance/wmuirb
	Institutional Animal Care and Use Committee	https://wmich.edu/research/compliance/animals
	CITI Training Website	https://www.citiprogram.org
	WMU IRB CITI Training Information	WMU IRB CITI Registration Guidance
	Agency-Required Training	RCR Training Registration Guidance
	Cayuse – IRB Submissions	Cayuse How-Tos
	Guidance	https://wmich.edu/research/cayuse-irb
	Radiation Safety	https://wmich.edu/research/compliance/radiation
	Export Controls	https://wmich.edu/research/compliance/exportcontrol
	Biosafety	https://wmich.edu/research/compliance/biosafety
	Institutional Biosafety Committee	https://wmich.edu/research/compliance/biosafety/dna



We are here to help!



Contact us **EARLY** and **OFTEN!!**



Research Compliance

<https://wmich.edu/research/compliance>

387-8293

Walwood Hall

741 Oakland Drive (physical address)

