



NAZARBAYEV
UNIVERSITY

Institutional Research Ethics Committee

Requirements and Procedures

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Definition and Mission



Institutional Research Ethics Committee (IREC) is a constant body overseen by Research Council, which has the status of “subcommittee” that is responsible for oversight of ethical standards while conducting human subject research at the University.

The mission of the Committee is to monitor the research projects of the faculty members, employees and students of the University involved in conducting human subject research, in order to verify compliance with ethical standards and their compliance with:

- 1) international standards of research ethics while conducting human subject research;
- 2) University rules and procedures for conducting human subject research.

Primary Function is to protect the rights, welfare, and safety of human subjects participating in research performed by faculty, students and staff at Nazarbayev University





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What is human subject research?

Human subjects are *"living individuals about whom an investigator (whether professional or student) conducting research obtains:*

- *data through intervention or interaction with the individual,*
- *identifiable private information."*

Intervention includes both physical procedures by which data are gathered and manipulations of the subject or the subject's environment that are performed for research purposes.

Interaction includes communication or interpersonal contact between investigator and subject (for example, surveys and interviews).

Private information includes:

- information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and
- information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record).
- Private information must be individually identifiable (i.e., the identity of a participant is associated with the information or may readily be ascertained by the investigator) in order for obtaining the information to constitute research involving human subjects.



What IREC considers Human Subjects Research

Typically Includes:

- Interviews, surveys, chart reviews, epidemiological studies, observational studies

Typically does NOT include:

- Training others on how to use a device, provided activities do not include data collection/analysis
- Quality Assurance/Quality Improvement
- Public Health Practice
- Case Reports (if small number of reports)
- Academic Course Evaluations
- Some Oral Histories and Biographies



Procedures



1st stage: Submission

The following package of documents must be submitted to resethics@nu.edu.kz (IREC Secretary's email):

- ✓ IREC Protocol Form;
- ✓ Consent Form in English and everyday language of the participants (might be different types of consent forms);
- ✓ CITI training certificate for all research project members;
- ✓ All other documents related to the research project such as: interview questions, questionnaires, and recruitment materials in English and the official language of the country, where the research is performed;
- ✓ Ethics approval from another University or Research Center if it is a collaboration project with another party.

Secretary has up to **4 days** to confirm receiving the request and notifying the initiator about what type of review his/her research proposal needs – full or expedited.



Procedures



2nd stage: Review

- IREC reviews the submitted proposal and provides initial comments on it within 2 weeks of the confirmation email.
- After receiving the first feedback from IREC, the initiator is requested to amend/modify his/her proposal within 1 week of receiving comments.
- In case the application requires additional amendments, the procedure repeats again.
- In case research involves high levels of risk and the proposal requires a full review by the whole Committee, the review process can take up to 4 weeks.



Procedures



3rd stage: Approval

- In case IREC approves the submitted request, the initiator is required to turn in the hard copies of the following documents to the Secretary in person:
 - ✓ IREC Protocol Form (3 signatures required on this stage – Dean’s, Department Chair’s and PI’s);
 - ✓ Consent Form in English and everyday language of the participants (might be different types of consent forms);
 - ✓ CITI training certificate for all research project members;
 - ✓ All other documents related to the research project such as: interview questions, questionnaires, and recruitment materials in English and the official language of the country, where the research is performed;
 - ✓ Ethics approval from another University or Research Center if it is a collaboration project with another party.

- IREC Secretary has to issue an abstract from IREC minutes that verifies IREC approval of the proposal within 4 weeks of receiving the documents. Before the official minutes are approved, the email from the Secretary which stipulates IREC approval serves as evidence of approval.





3rd stage: Rejection

- In case of IREC rejecting the application, the initiator must stop working on the submitted to IREC research project. Otherwise, the case could have negative official and legal consequences.
- IREC Secretary must inform the Dean/Center or Laboratory Head/Director about the IREC rejection to ensure cancellation of the project.



Additional Information

For additional information please:

1. Visit our web site

<https://nu.edu.kz/about-us/institutional-research-ethics-committee>

2. Contact IREC Secretary

reethics@nu.edu.kz



Thank you!

