| **Assurance Number** | **Faculty Advisor Assurances** | **Acknowledgement of Agreement**  By checking the boxes below, you (as faculty research sponsor) indicate your agreement. |
| --- | --- | --- |
| 1 | I have reviewed the initial application and have verified that it meets the basic requirements for review by the Human Research Ethics Board including meeting the minimum standards for disciplinary rigor and merit. |  |
| 2 | I assume the responsibility required to oversee the conduct of this research. |  |
| 3 | I will ensure no recruitment or data collection occurs prior to obtaining HREB Approval. |  |
| 4 | I assume the responsibility to retain documentation of informed consent for a minimum of three years after completion of the research, unless the HREB waived the requirement for informed consent or the requirement for documentation of informed consent in the approved study. Records may be stored in printed form or electronically. All records must be accessible for inspection and copying at reasonable times and in a reasonable manner by the HREB or an authorized representative. |  |
| 5 | I will report any unanticipated problems or adverse events to the HREB. |  |
| 6 | I will oversee the submission of modifications to the HREB and assure that HREB Approval is obtained prior to implementation. |  |
| 7 | If I will be unavailable (e.g., sabbatical leave, extended absence), I will arrange for an alternate faculty sponsor to assume responsibility during my absence and I will advise the HREB in writing of such changes. |  |
| 8 | If my employment ends with the College (e.g. resignation, retirement), I will arrange for an alternate faculty sponsor to assume responsibility, including the secure transfer of research records that are required to be retained per item 3 above. I will advise the HREB in writing of such changes. |  |
| 9 | If the student leaves the university, I will provide the HREB with all necessary documents for terminating the study or for continuing review. |  |

No inked signature is required if the assurance is uploaded by the Faculty Advisor through the PACS system via Ancillary Review of the student researcher’s study.

Reference for record retention requirements, see federal regulation 45 CFR 46.115(b) and the federal [Office for Human Research Protections guidance](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/investigator-responsibilities/index.html).