



Research Compliance at K-State University Research Compliance Office

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Associate Vice President for Research Compliance

Who We Are

- URCO helps researchers meet regulations so they can do their research as safely and efficiently as possible. Our team is here to help you navigate compliance and maintain K-State's reputation for research integrity.
- Any questions can be sent to comply@ksu.edu

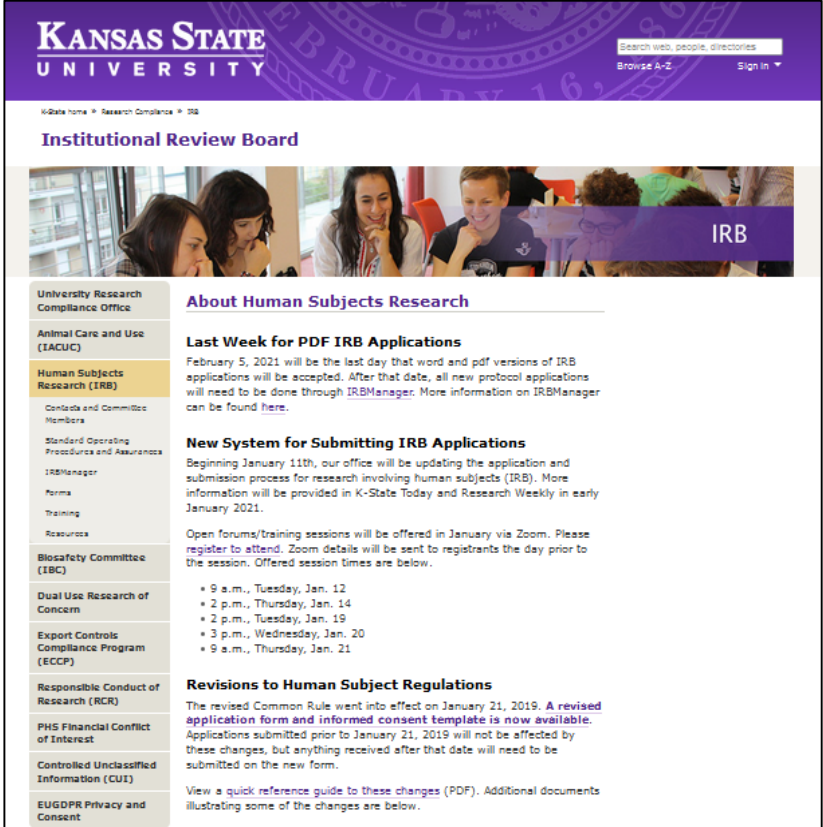
University Research Compliance Office

- Human subjects (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Biological research (IBC)
- Controlled Unclassified Information (CUI)
- Export controls (ECCP)
- Conflict of Interest (COI)

The screenshot shows the website for the University Research Compliance Office at Kansas State University. The header includes the university logo and a search bar. The main content area features a navigation menu on the left with items like 'About', 'Staff', 'Faculty Resources', 'Animal Care and Use (IACUC)', 'Human Subjects Research (IRB)', 'Biosafety Committee (IBC)', 'Dual Use Research of Concern', 'Export Controls Compliance Program (ECCP)', 'Responsible Conduct of Research (RCR)', 'PHS Financial Conflict of Interest', 'Controlled Unclassified Information (CUI)', and 'EUGDPR Privacy and Consent'. The main text area is titled 'About the office' and describes the office's mission to help researchers meet regulations safely and efficiently. It lists research areas such as human subjects, laboratory animal care, and recombinant or synthetic nucleic acid molecules. It also mentions training programs like the Collaborative Institutional Training Initiative (CITI) and provides contact information for questions.

Institutional Review Board

- The K-State IRB is mandated by federal regulations and is responsible for oversight of all activities involving research with human subjects.
- The IRB application, consent template, and online training can be accessed on the IRB web page.
- Approval prior to work initiation.
- Applies to federally AND non-federally funded research.




KANSAS STATE UNIVERSITY

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KState Home » Research Compliance » IRB

Institutional Review Board



IRB

- University Research Compliance Office
- Animal Care and Use (IACUC)
- Human Subjects Research (IRB)**
- Contacts and Committee Members
- Standard Operating Procedures and Assurance
- IRBManager
- Forms
- Training
- Resources
- Biosafety Committee (IBC)
- Dual Use Research of Concern
- Export Controls Compliance Program (ECCP)
- Responsible Conduct of Research (RCR)
- PHS Financial Conflict of Interest
- Controlled Unclassified Information (CUI)
- EUGDPR Privacy and Consent

About Human Subjects Research

Last Week for PDF IRB Applications

February 5, 2021 will be the last day that word and pdf versions of IRB applications will be accepted. After that date, all new protocol applications will need to be done through IRBManager. More information on IRBManager can be found [here](#).

New System for Submitting IRB Applications

Beginning January 11th, our office will be updating the application and submission process for research involving human subjects (IRB). More information will be provided in K-State Today and Research Weekly in early January 2021.

Open forums/training sessions will be offered in January via Zoom. Please [register to attend](#). Zoom details will be sent to registrants the day prior to the session. Offered session times are below.

- 9 a.m., Tuesday, Jan. 12
- 2 p.m., Thursday, Jan. 14
- 2 p.m., Tuesday, Jan. 19
- 3 p.m., Wednesday, Jan. 20
- 9 a.m., Thursday, Jan. 21

Revisions to Human Subject Regulations

The revised Common Rule went into effect on January 21, 2019. A [revised application form and informed consent template is now available](#). Applications submitted prior to January 21, 2019 will not be affected by these changes, but anything received after that date will need to be submitted on the new form.

View a [quick reference guide to these changes \(PDF\)](#). Additional documents illustrating some of the changes are below.

Institutional Animal Care and Use Committee

- The IACUC has oversight responsibility for the humane care and use of animals for research and teaching at K-State.
- Protocol approval must be obtained prior to initiating any work with animals.
- Must be enrolled, and cleared, in the Occupational Health and Medicine Program.
- Mandatory training requirements must be completed.



The screenshot shows the website for the Institutional Animal Care and Use Committee (IACUC) at Kansas State University. The header features the university's name and a search bar. The main content area includes a navigation menu on the left with links to various resources, a central text block about the committee's mission, and a list of key documents and updates on the right. A banner image of cows is visible at the top of the main content area.

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Institutional Animal Care and Use Committee



University Research Compliance Office

- Animal Care and Use (IACUC)**
- IACUC Updates
- Institutional Commitment and Assurances
- Forms
- Training
- Committee Meetings
- Semiannual Inspections
- IACUC Guidelines
- Occupational Health and Safety Program
- Resources
- Report a Concern

Human Subjects Research (IRB)

Biosafety Committee (IBC)

Dual Use Research of Concern

Export Controls Compliance Program (ECCP)

Responsible Conduct of Research (RCR)

PHS Financial Conflict of Interest

Controlled Unclassified Information (CUI)

About Institutional Animal Care and Use

Kansas State University is committed to providing an animal care and use program that provides a humane and compliant environment for its research animals. The University Research Compliance Office administers this program and supports the efforts of scientists and students in a collaborative research and teaching environment.

IACUC Updates (NEW)

Contacts and Committee Members

Institutional Commitment and Assurances

Forms

Training

Committee Meetings

Semiannual Inspections

IACUC Guidelines

Occupational Health and Safety Program

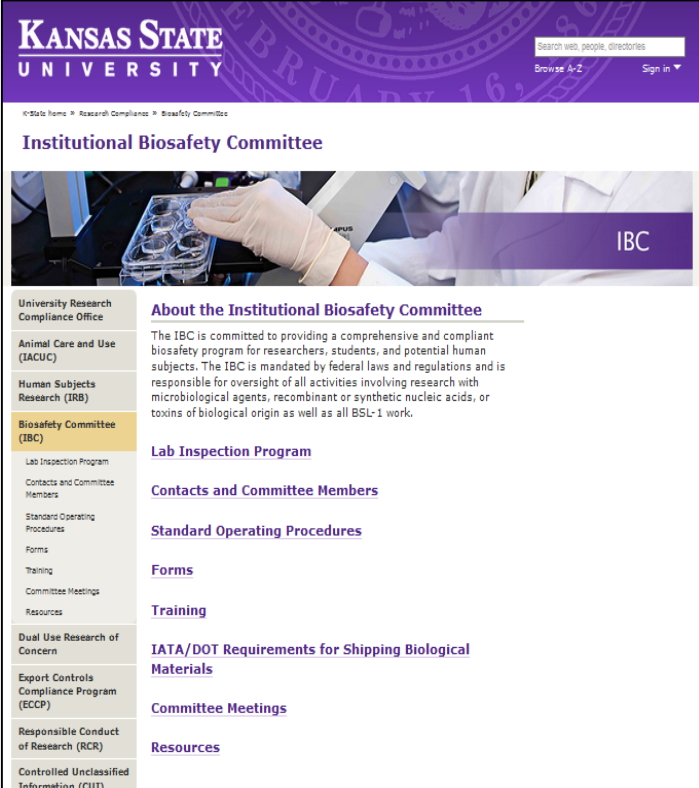
Resources

Report a Concern

For questions about K-State IACUC, contact Megan Trapp in the URCO office: moore5@ksu.edu, 532-3233.

Institutional Biosafety Committee

- The IBC is charged by federal law to review and approve elements of a campus biosafety program. All biological research involving:
 - Microbiological agents
 - Recombinant or synthetic nucleic acids
 - Toxins of biological origin
 - Human and/or animal materials
 - All BSL-1 work




The screenshot shows the website for the Institutional Biosafety Committee (IBC) at Kansas State University. The page features a purple header with the university logo and a search bar. Below the header, the title "Institutional Biosafety Committee" is displayed. A banner image shows a person in a lab coat and gloves handling a petri dish. The main content area is divided into a left sidebar with a navigation menu and a main content area. The sidebar menu includes links to various university research compliance offices, with the "Biosafety Committee (IBC)" link highlighted. The main content area contains a section titled "About the Institutional Biosafety Committee" with a brief description of the IBC's mission and a list of links to other resources such as "Lab Inspection Program", "Contacts and Committee Members", "Standard Operating Procedures", "Forms", "Training", "IATA/DOT Requirements for Shipping Biological Materials", "Committee Meetings", and "Resources".

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Institutional Biosafety Committee



IBC

University Research Compliance Office

Animal Care and Use (IACUC)

Human Subjects Research (IRB)

Biosafety Committee (IBC)

Lab Inspection Program

Contacts and Committee Members

Standard Operating Procedures

Forms

Training

Committee Meetings

Resources

Dual Use Research of Concern

Export Controls Compliance Program (ECCP)

Responsible Conduct of Research (RCR)

Controlled Unclassified Information (CUI)

About the Institutional Biosafety Committee

The IBC is committed to providing a comprehensive and compliant biosafety program for researchers, students, and potential human subjects. The IBC is mandated by federal laws and regulations and is responsible for oversight of all activities involving research with microbiological agents, recombinant or synthetic nucleic acids, or toxins of biological origin as well as all BSL-1 work.

Lab Inspection Program

Contacts and Committee Members

Standard Operating Procedures

Forms

Training

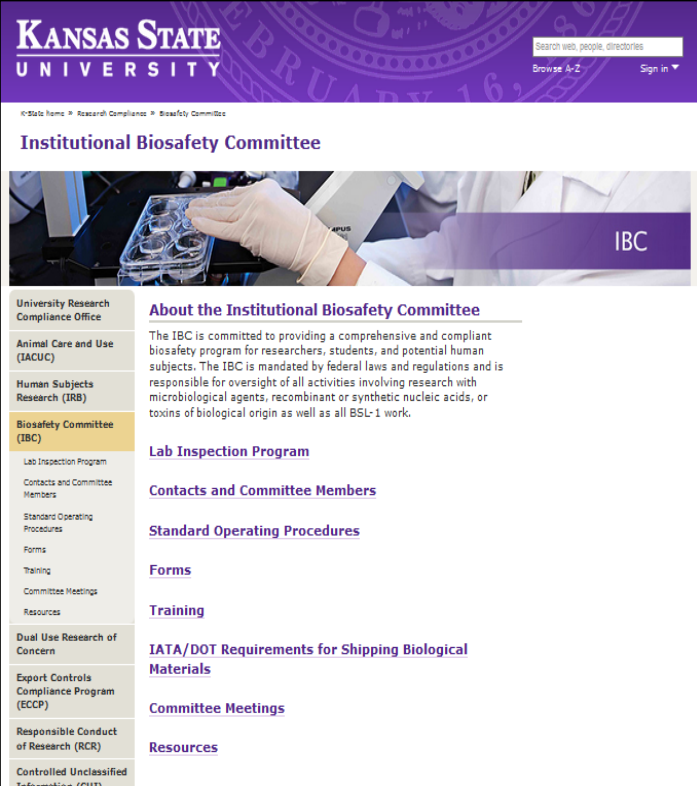
IATA/DOT Requirements for Shipping Biological Materials

Committee Meetings

Resources

Biosafety in our Laboratories

- Approval prior to work initiation
- IBC evaluates biosafety of research
 - Proper PPE
 - Use of a BSC
 - Training of staff




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Institutional Biosafety Committee



IBC

University Research Compliance Office

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Lab Inspection Program

Contacts and Committee Members

Standard Operating Procedures

Forms

Training

IATA/DOT Requirements for Shipping Biological Materials

Committee Meetings

Resources

Controlled Unclassified Information

- CUI program standardizes way the Executive branch handles unclassified information that requires safeguarding or dissemination controls.
- Provides guidance and standards on how to protect CUI data.
- Standards include 110 different physical and IT-related security controls.
- Email CUI@ksu.edu with any questions.



The screenshot shows the website for the University Research Compliance Office at Kansas State University. The page has a purple header with the university logo and name. Below the header, there is a navigation menu with various research-related categories. The main content area is titled "Sponsored Research and Controlled Unclassified Information" and contains text explaining the university's responsibilities for safeguarding CUI, a definition of CUI, a timeline of implementation, and a list of actions.

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- Export Controls Compliance Program (ECCP)
- Responsible Conduct of Research (RCR)
- PHS Financial Conflict of Interest
- Controlled Unclassified Information (CUI)**
- Research Information Security Enablec
- EUGDPR Privacy and Consent
- University Research Compliance Office
203 Fairchild Hall
1601 Vattler St.
Manhattan KS, 66502
785-532-3224
785-532-3278 fax
comply@k-state.edu

Sponsored Research and Controlled Unclassified Information

The executive branch of the United States government is moving forward with new requirements for safeguarding controlled unclassified information, or CUI. Information provided by or collected on behalf of the 81 entities comprising the executive branch and that falls into at least one of the CUI Registry categories will be considered CUI and will need to be safeguarded to at least NIST 800-171 standards. Multiple executive branch entities are currently implementing the new CUI requirements.

K-State is responsible for safeguarding CUI to the minimum standard mentioned above. The impact of safeguarding CUI will affect the entire university community.

Definition

CUI is identified by executive branch entities as sensitive information that demonstrates risk resulting from the unauthorized access, use, disclosure, disruption, modification, or destruction of information collected or maintained by or on behalf of an agency. Executive branch entities include the Department of Agriculture, the National Science Foundation, the Department of Education, and so on. Executive branch entities are required to identify and mark CUI that requires safeguarding.

Timeline

Executive branch entities are in different phases of implementing final rules for complying with CUI standards. At this time, only the Department of Defense (DoD), the General Services Administration (GSA), and the National Aeronautic and Space Association (NASA) have published the final rule. The Department of Homeland Security (DHS) has published a proposed rule, but it is unknown at this time when it will be finalized. The implementation schedule for the remaining federal agencies is under negotiation. The schedule is anticipated soon.

Actions

Under the direction of the Vice President for Research, a small group is

Export Controls

- U.S. Federal laws that control export of certain information, technologies, and commodities to foreign persons in the U.S. or abroad.
- An export is transfer of certain information, technologies, and commodities:
 - **Outside** of U.S. border
 - **Within** U.S. to a non-US person(s)



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Export Controls Compliance Program



University Research Compliance Office

- Animal Care and Use (IACUC)
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- Biosafety Committee (IBC)
- Dual Use Research of Concern
- Export Controls Compliance Program (ECCP)**
- International Travel
- International Visitors
- Entity List, Unverified List, and Specially Designated Nationals List
- Forms
- Training
- Resources

Responsible Conduct of Research (RCR)

PHS Financial Conflict of Interest

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EUGDR Privacy and Consent

About the Export Controls Compliance Program

The Export Controls Compliance Program at K-State is designed to support K-State employees, students, and departmental units to comply with the export controls laws and regulations of the U.S. Federal Government. They include the International Traffic in Arms Regulations (ITAR) administered by the Department of State, the Export Administration Regulation (EAR) administered by the Department of Commerce, and economic and trade sanctions implemented through the Office of Foreign Assets Controls (OFAC) of the Treasury Department.

In general, export control laws and regulations govern how items, technology, and data may be exported from the United States or released to foreign persons in the U.S. Noncompliance with export controls regulations carries severe individual and institutional penalties including criminal and civil liability, loss of research funding, and loss of export privileges.

Export controls regulations can affect several research, academic, and business activities, including but not limited to, conducting research, hosting international visitors, international collaborations, international travel, hiring, procurement and purchasing, international shipments, and other financial related transactions. All K-State faculty, staff, and students must be aware of how export controls relate to their work.

[Export Controls Compliance Program Manual](#)

[International Travel](#)

[International Visitors and Non-Immigrant Employees](#)

[Entity List, Unverified List, and Specially Designated Nationals List](#)

[Forms](#)

Conflicts of Interest Reporting

- **Federal:** All investigators applying for federal funding from Public Health Service agencies are required to file Financial Conflict of Interest forms at least annually.
- **University:** All full-time faculty and staff are required to file Conflict of Interest and Conflict of Time Commitment forms annually HRIS.



The screenshot shows the University Research Compliance Office website. At the top, it says "KANSAS STATE UNIVERSITY" and "K-State home » Research Compliance » PHS Financial Conflict of Interest". Below that is the "University Research Compliance Office" header and "Financial Conflict of Interest Forms". A navigation menu on the left lists various university departments, with "PHS Financial Conflict of Interest" highlighted. The main content area lists several forms with descriptions:

- PHS FCOI Declaration:** This PHS FCOI Declaration must be filed by each Investigator who is planning to participate in PHS-funded research no later than at the time of application for PHS-funded research, and at least annually. Additional Declaration forms shall be filed for new Significant Financial Interests (SFI) and to update information from a previously disclosed SFI.
- PHS Supplemental Disclosure:** This PHS Supplemental Disclosure Statement is to be utilized in conjunction with the PHS FCOI Declaration. The Disclosure for the Annual Declaration applicable to all faculty and staff is a separate disclosure and is available on HRIS.
- PHS FCOI Management Plan:** Applicable if a Significant Financial Interest (SFI) on Supplemental Disclosure Statement creates a perceived or actual Financial Conflict of Interest (FCOI).
- Sponsored & Reimbursed Travel Plan:** Investigators on PHS grants, cooperative agreements, and contracts must fill out this form within 30 days of completed sponsored or reimbursed travel (see exemptions listed on form). In addition, when applying for PHS sponsored funding, investigators must disclose reimbursed and sponsored travel for the previous twelve-month period, no later than at the time of application.



Thank You

Contact URCO: comply@ksu.edu