



### Return to the College of Graduate Studies

- Email [GCACademicSvcs@utoledo.edu](mailto:GCACademicSvcs@utoledo.edu) or
- University Hall 3240, Mail Stop 933 or
- Mulford Library 113, Mail Stop 1042

Fillable PDF. Digital signatures and email submission strongly preferred. Illegible and incomplete forms will be returned.

**Original**

**Date:**

**Amended**

**Date:**

---

## Graduate Research Advisory (GRAD) Committee Approval and Assurances

### Purpose of GRAD Form

- To document and approve the formation of the project, thesis, or dissertation committee in compliance with Graduate Faculty [committee membership categories](#) and the [Graduate Student Handbook](#).
- To document the committee's approval of the topic and research approach and awareness of the federal requirements for institutional review of research methods.
- To document required approvals are obtained prior to beginning any research for a field experience, project, thesis, or dissertation involving humans, animals, radiation, or biohazardous substances in compliance with institutional and federal regulations.

### Research Compliance at UToledo

- The [Office of Research and Sponsored Programs](#) provides researchers, staff, and students the resources and tools necessary to conduct research ethically and responsibly and in accordance with all institutional and governmental regulations. Contact the [research compliance staff](#) with any questions.

### Instructions for GRAD Form

- Student and their primary adviser must complete the following sections:
  - Student Information
  - Research Categories
  - Committee Members
- After receiving approvals or waivers for the research categories, the form should be completed, signed, and routed to all signers noted in the approval section of this form.
- Student may submit an amended form when adding or removing members from the committee, or recording a change in research approval or waiver.
- The College of Graduate Studies office will receive, review, and record the form, signifying that institutional review requirements have been met.

---

## Student Information

ROCKET NUMBER

NAME

DEGREE

MAJOR

RESEARCH TYPE (select one):

WORKING TITLE:

---

## Research Categories

### HUMAN SUBJECTS

A project meets the definition of Human Subjects Research if it involves living individuals about whom an investigator obtains:

1. Data through intervention or interaction with the individual, including direction collection such as through interview or questionnaire, or indirect collection such as observation through one-way glass, or reviewing records.
2. Identifiable private information

If human subjects are involved, you must file an application for review with a UToledo Institutional Review Board (IRB). Researchers must complete the [required human subjects research training](#) prior to beginning the research. Additional training and approvals may be required when working with UToledo Medical Center patients or their records to comply with HIPAA. The [Human Research Protection Program](#) (HRPP) provides guidance to researchers and administrative support for the UToledo IRBs. For additional information, contact the appropriate member of the [HRPP Office](#).

**YES**                      **APPROVAL NUMBER/WAIVER**                      **NO**

### ANIMALS

If animals (all vertebrates and higher invertebrates such as octopus) are involved, you must file an application for approval from the UToledo [Institutional Animal Care and Use Committee \(IACUC\)](#). For additional information, contact the [IACUC Administrator](#).

**YES**                      **APPROVAL NUMBER**                      **NO**

### SOURCES OF IONIZING RADIATION

If sources of ionizing radiation are involved, you must file an application for usage with the UToledo [Radiation Safety Committee](#). If approved, required training must be completed through the UToledo [Radiation Safety Officer](#). For additional information, contact the department of Radiation Safety by phone at 419.383.4301.

**YES**                      **APPROVAL NUMBER**                      **NO**

### BIOHAZARDOUS SUBSTANCES

If biological agents (or potential biohazards) are involved, you must file an application for approval from the UToledo [Institutional Biosafety Committee \(IBC\)](#). Biological agents include but are not limited to: viruses; fungi; parasites; recombinant and synthetic nucleic acids; select agents and toxins; human blood, cells/cell lines, and other human tissues and products; stem cells; plant cell lines; non-rodent transgenic animals; and animal blood, cells/cell lines, and other animal tissues and products. For additional information, contact the [IBC Administrator](#).

**YES**                      **APPROVAL NUMBER**                      **NO**

---

## Committee Members

**All committee members must hold current graduate faculty membership to chair or serve.** Approving a new or renewal application can take a semester so timely submission is important. Faculty should consult the membership [application](#), membership committee's [review schedule](#), and current member [rosters](#) as needed. For more information, contact [GraduateCollegeGraduateFacultyMembership@utoledo.edu](mailto:GraduateCollegeGraduateFacultyMembership@utoledo.edu)

Name	Signature	R
Committee Status	Grad Faculty Membership Expiration	

Name	Signature	R
Committee Status	Grad Faculty Membership Expiration	

Name	Signature	R
Committee Status	Grad Faculty Membership Expiration	

Name	Signature	R
Committee Status	Grad Faculty Membership Expiration	

Name	Signature	R
Committee Status	Grad Faculty Membership Expiration	

Name	Signature	R
Committee Status	Grad Faculty Membership Expiration	

---

## Student Signature and General Approvals

Student	Signature
Adviser	Signature
Program Director	Signature
Associate Dean	Signature

---

### COLLEGE OF GRADUATE STUDIES USE ONLY

GRAD form received, reviewed, and recorded by:  
SHACOMI and SGAADVR entered by:

Date:  
Date: