

Appendix № 1 to the minutes of the  
IREC meeting № 38,  
Dated November 17, 2016

AUTONOMOUS ORGANIZATION OF EDUCATION  
"NAZARBAYEV UNIVERSITY"

**Bylaws and Procedures for the IREC Committee for Graduate School of Public Policy**

Approved by the decision of the Institutional Research Ethics Committee of  
autonomous organization of education "Nazarbayev University"  
Minutes № 38 dated November 17 2016



Astana  
2016

**TITLE OF COMMITTEE:** Graduate School of Public Policy Institutional Research Ethics Committee

**PURPOSE:** The purpose of the Graduate School of Public Policy Institutional Research Ethics Committee ("GSPP IREC") is to review all exempt and expedited protocols submitted by students in the Graduate School of Public Policy. The GSPP IREC will function as a sub-committee of the Nazarbayev University Institutional Research Ethics Committee ("NU IREC"). If the GSPP IREC determines that a protocol requires full-review, the documents will be forwarded to NU IREC.

**RATIONALE:** Because of the increasing number of students in GSPP who need to conduct a research project as part of requirements for graduation and because of the need to have a mechanism in place for timely reviews and timely responses for student proposals, an IREC devoted exclusively to the review of student research proposals for GSPP is needed.

**MEMBERSHIP:** The GSPP IREC will be composed of TWO members. Members will be chosen from the existing non-NU IREC membership. The goal is to keep the committee relatively small so that it can meet as required and with some expediency. Members of GSPP IREC will be nominated by the Dean. All GSPP members are required to follow institutional requirements and complete the course in "IRB Members - Basic/Refresher" provided by Collaborative Institutional Training Initiative (CITI Program) every three years.

**SUBMISSION & REVIEW PROCESS:** The following procedures are to be followed for all student research projects:

1. Protocols should be submitted directly to GSPP IREC using NU IREC's application forms.
2. All submissions are made to GSPP IREC for administrative review to meet compliance.
3. The student's advisor is ultimately responsible for successful submission and completion of the GSPP IREC process. Thus, the faculty member must be prepared to supervise the student's research and assist the student in preparing and completing IREC applications using the guidelines provided by NU IREC.
4. A GSPP IREC member will first review a proposal and designate the appropriate category for submission—exempt, expedited or full-review. Proposals deemed to need full-review will be forwarded to NU IREC, while those designated for exempt or expedited review will be reviewed by GSPP IREC and the approval will be reported to NU IREC.
5. GSPP IREC will seek guidance from NU IREC about Exempt and Expedited Protocols and will assure that those submitting follow the same submission requirements as noted in the NU IREC procedures.
6. The primary review of a protocol will be assigned to a faculty member of GSPP IREC that does **NOT** have direct conflict of interest with the research project.

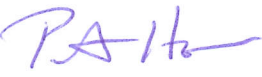


7. GSPP IREC may request additional materials from the P.I. or return incomplete proposals to the student and the faculty advisor. Generally, the GSPP IREC will be asking questions about consent forms, literacy issues, and who will obtain consent.

8. Actions taken on submitted student research protocols will be forwarded to the faculty member who is serving as the principal investigator's advisor, the student and the Dean.

**SUBMISSION TIMELINES:** Recognizing the time constraints imposed on projects, the GSPP IREC will make every effort to work with researchers to process proposals promptly. Investigators must plan for and allow adequate time for the review process (approximately 3 weeks, depending on the particular human subject issues raised by the proposed research). The later in the semester a proposal is received, the more difficult it will be to accomplish the review within 3 weeks. It is very strongly recommended that investigators submit proposals within the first three weeks of the semester for projects that must be completed during the current semester.

## APPROVAL SHEET/КЕЛІСУ ПАРАҒЫ /ЛИСТ СОГЛАСОВАНИЯ/

Bylaws and Procedures for the IREC Committee for Graduate School of Public Policy / Жоғары Мемлекеттік Саясат Мектебінің Институционалдық Комитетінің зерттеу этика Рәсімдері мен Ережелері / Положения и Процедуры Институционального Комитета по исследовательской этике Высшей Школы Государственной Политики

Атауы /Наименование/Item	Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения/Structural subdivision	Жауапты тұлғаның Т.А.Ә., қолы, визаның қойылған күні/ Ф.И.О., подпись ответственного лица, дата визирования/ Name and signature of a responsible person, date of approval	Нақты орындаушының лауазымы, Т.А.Ә., қолы, визаның қойылған күні/ Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования/ Position, name and signature of a resp., date of approval
ӘЗІРЛЕУ/ РАЗРАБОТКА/ DEVELOPMENT	Жоғары мемлекеттік саясат мектебі/ Graduate School of Public Policy/Высшая школа государственной политики	Peter Howie  24/11/2016	
КЕЛІСУ/ СОГЛАСОВАНИЕ/ COORDINATION	Академиялық мәселелер жөніндегі міндетін атқарушы вице-деканы /Acting Vice Dean for Academic Affairs/И.о. Вице-декана по академическим вопросам	Riccardo Pelizzo  25.11.2016	
	Декан/Dean/Декан	 Weng Hui	