

Frequently Asked Questions

Q: Where do I find human subjects forms?

A: The forms can be found on the Human Subjects Protection Program website <http://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms>. There are 3 different forms for new projects: Determination of Human Research, F200 Application for Human Research and F203 Application for Retrospective Review of Data or Specimens.

Q: I am doing my project at another institution. Do I need to get IRB approval at both institutions?

A: You may want to consider deferring IRB oversight to the other institution. After you receive IRB approval at the other institution, you will need to complete the F204 Application for Ceded IRB Oversight. This form can be found on the Human Subjects Protection Program website <http://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms>. If deferral is not possible, you will need approval at both institutions.

Q: My project does not involve people or records review. Do I still need to submit a form?

A: Yes, you still need to fill out a form. You will need to complete the Determination of Human Research form to determine if your project is research or human research.

Q: Once I complete the form, who do I send it to?

A: Send the completed form to Dr. Alice Pasvogel (apasv@email.arizona.edu). Include the form and all additional information as appropriate. Electronic signatures are accepted. If you do not have an electronic signature, sign the form, scan just that page and include with the other documents.

Q: Where do I find additional information about a specific topic?

A: Guidance is available at <http://rgw.arizona.edu/compliance/human-subjects-protection-program/Guidance-and-procedures/HSPP-guidance>

Q: How long does it take to get approval?

A: Depending on when you submit the forms and how quickly you respond to requested changes, it can take from 2 weeks to 3 months or more to get approval. On average, it takes about 2 months to get approval.

Q: Where are signed consent document (consent forms, assent form, PHI authorization form) stored?

A: Signed consent documents are stored in College of Nursing room 410.

Q: How long are signed consent documents stored?

A: Per University of Arizona policy, signed consent documents are stored for 6 years after the conclusion of the study. For projects involving children, after the conclusion of the study signed consent documents are stored for 6 years after the youngest child reaches the age of majority (18 years old).

Q: I need to make a change to my approved project. What do I do?

A: You will need to submit an amendment form. Depending on the change to your approved project you are planning, there are 3 amendment forms: F213 Amendment to Approved Human Research, F215 Minor Amendment of Approved Human Research and F109 Modification of Key Personnel (VOTF). The F109 Modification of Key Personnel is only for additions or removal of personnel or for revision in the research role or privilege of personnel. The F215 Minor Amendment can be used only for specific changes. These are listed on the form. These forms can be found at <http://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms>.

Q: I have questions. Who should I ask?

A: For students, your Advisor/Committee Chair should be able to answer your questions. Another resource is Dr. Alice Pasvogel in the Office of Nursing Research (apasv@email.arizona.edu or (520) 626-6656). Dr. Pasvogel reviews all human subjects documents and coordinates the College of Nursing Departmental Review Committee. She has a vast amount of knowledge and if she does not know the answer, she will either find the answer or direct you to the appropriate resource.