

## HUMAN SUBJECTS HELPFUL HINTS

The following information resulted from feedback from the Human Subjects Protection Program (UA IRB) and the College of Nursing Departmental Review Committee and hopefully will be helpful as you complete application forms and other documents. Keep checking back for more hints.

### **DNP Project conducted at a Banner facility**

- Contact Director of Professional Practice
- Submit required documents to Banner
- Obtain letter of support for project
- Submit documents for UA IRB approval
- Submit UA IRB approval letter to Banner
- Letter of approval from Banner before starting project

### **Research at Banner Tucson or Banner Phoenix**

- All projects using Banner resources (Banner Tucson or Banner Phoenix) must be entered into the UAHS Research Intake Form
- Instructions and the form can be found at <http://research.uahs.arizona.edu/clinical-trials/research-intake-form>
- Required for F200 Application for Human Research or F203 Application for Retrospective Review of Data or Specimens
- Not required for Determination of Human Research

### **30 Day Rules**

- Signatures must be dated within 30 days of submission to the UA IRB
- If the UA IRB requests changes to forms or other documents, revisions must be submitted to the IRB within 30 days of the email

### **Research Staff**

- How many research staff will be involved in the Human Research (F200; Section 2 General Information; question 2)
- Include the number listed on the Verification of Training Form plus any that will be hired later
- For most student projects, this will be 4 (Investigator plus 3 Committee members)

### **Future use and long term storage of data or specimens**

- Refers to keeping data or specimens beyond the University requirements of 6 years after project conclusion or for studies involving children, 6 years after child reaches age 18 years
- Refers to keeping data or specimens for future research including unspecified future research
- If retaining data for future research, include a separate section in consent document that reflects future use and storage

### **Length of the Project**

- What is the expected length of the project (F200 and F203; Section 2 General Information; question 3)
- For student projects, allow time for recruitment, data collection, data analysis and completing the final chapter(s)

**Location of Research:**

If doing an online survey, for Location state 'Online survey to be completed at a location convenient for the participant'

If doing cancer related research or recruiting/collecting data at the University of Arizona Cancer Center, approval from Cancer Center Scientific Research Committee (SRC) is required. Contact Dr. Pasvogel ([apasv@email.arizona.edu](mailto:apasv@email.arizona.edu)) for additional information.

**Approval Statement:**

Include the following statement on recruitment material (flyers, scripts, emails, etc.) and consent documents:

*An Institutional Review Board responsible for human subjects' research at The University of Arizona reviewed this research project and found it to be acceptable, according to applicable state and federal regulations and University policies designed to protect the rights and welfare of participants in research.*

The statement may be shortened.

**Appendix F:**

Required if using a disclosure form - Complete Section 1 and Section 2B Subpart 2

Required of accessing medical record – Complete Section 2A, Section 3 and Section 4 (Signature)

**Recruitment of Students and Faculty:**

No direct recruitment of students or faculty (cold recruitment).

If specific to a course, contact the Course Chair

For doctoral students, contact Dr. Rosenfeld and/or Dr. Love

For MEPN students, contact Dr. Wanda Larson

For undergraduate students, contact Dr. Melissa Goldsmith

For faculty, contact Division Directors