

## Frequently Asked Questions

Q: Where do I find human subjects forms?

A: The forms can be found on the Human Subjects Protection Program website <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>. There are two (2) forms for new projects: Determination of Human Research and the Application for Human Research.

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 ceding IRB oversight to the other institution. After you receive IRB approval at the other institution, complete the Application for Human Research. This form can be found on the Human Subjects Protection Program website <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>. A question of the form asks 'Is the research utilizing a single IRB for review that is not the UA IRB?' Check 'Yes'. When answered 'Yes', a series of questions about the other institution will be asked. Include the Institutional Agreement signed by the other institution.

Q: Where do I find the Institutional Agreement?

A: This form can be found at <https://rgw.arizona.edu/compliance/human-subjects-protection-program/single-irb-research> or Dr. Alice Pasvogel ([apasv@email.arizona.edu](mailto:apasv@email.arizona.edu)) can send you a copy of the form.

Q: I received IRB approval at another institution for my quality improvement project, is the Determination of Human Research form the appropriate form to complete?

A: If your project was approved as quality improvement at the other institution, complete the Determination of Human Research form. If your project was approved with exempt status or expedited status at the other institution, complete the Application for Human Research and consider ceding IRB oversight to the other institution (see information above).

Q: I will be doing my quality improvement project at a Banner facility. Is the process the same or are there different steps?

A: For DNP Project conducted at a Banner facility, first contact the Director of Professional Practice. Submit required documents to Banner and once they are reviewed, you will receive a letter of support for project. Submit documents for UA IRB determination. The UA IRB will then submit the determination letter to Banner NRDUC Committee for approval. Once you obtain approval from Banner NRDUC Committee you can start your project, send to the Director of Professional Practice who will send a final letter authorizing start of the project.

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

A: Yes, you still need to submit a form. You will need to complete the Determination of Human Research form.

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

A: Send the completed form to Dr. Alice Pasvogel ([apasv@email.arizona.edu](mailto:apasv@email.arizona.edu)). Include the form and additional documents as appropriate.

Q: I need additional signatures on the form. How do I get these?

A: Send the completed form and other documents to Dr. Alice Pasvogel ([apasv@email.arizona.edu](mailto:apasv@email.arizona.edu)) for review in the College of Nursing. Dr. Pasvogel will obtain all required signatures/confirmation emails and submit the documents to the UA IRB.

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

A: Guidance is available at <https://rgw.arizona.edu/compliance/human-subjects-protection-program/guidance-researchers>. Information is also available on the College of Nursing website.

Q: How long does it take to get approval?

A: On average, it takes 1-3 months to get approval/determination. This may increase depending on when you submit the forms and how quickly you respond to requested revisions.

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

A: Signed consent documents must be stored at the University of Arizona. One option is to store signed consent documents 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 or if the study involves children, 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 may need to submit an amendment form - Amendment and Reportable to Approved Human Research. This form can be found at <https://rgw.arizona.edu/compliance/human-subjects->

**protection-program/HSPP-form/forms-index**. Please read the guidance included with your approval regarding when an amendment form is required. If you have questions, please contact the UA IRB (**VPR-IRB@email.arizona.edu**) or Dr. Alice Pasvogel (**apasv@email.arizona.edu**).

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 Research and Scholarship (**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. You can also contact the UA IRB (**VPR-IRB@email.arizona.edu**).