

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 deferring 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 on the form asks 'Is the University of Arizona ceding IRB review to another IRB?' When answered 'Yes', a series of about the other institution will be asked. Include the Institutional Agreement signed by the other institution. If deferral is not possible, you will need IRB approval at both institutions.

Q: Where do I find the Institutional Agreement?

A: This form can be found at <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms/multi-site-research> or Dr. Alice Pasvogel (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.

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.

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

A: Send the completed form to Dr. Alice Pasvogel (apasv@email.arizona.edu). Include the form and all other 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) for review in the College of Nursing. Dr. Pasvogel will obtain all required signatures 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-and-procedures>

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 1-2 months to get approval.

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

A: 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. 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 - Amendment 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 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.