Frequently Asked Questions

Q: Where do I find human subjects forms?

A: The forms can be found on the Human Subjects Protection Program website
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 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) 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: 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). 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) 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 1-2 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. 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 may 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.