Human Subjects Helpful Hints
Quality Improvement Projects

The following information resulted from feedback from the Human Subjects Protection Program (University of Arizona IRB) and hopefully will be helpful as you complete application forms and other documents.

DNP Project (Quality Improvement) conducted at a Banner facility
For DNP students conducting quality improvement projects at a Banner facility, the following are the steps in the review and approval process:

- Meet with the Director of Professional Practice at the Banner facility to discuss preliminary ideas for the DNP project and Banner submission requirements.
- Obtain a letter of support from the Director of Professional Practice.
- Submit a copy of the completed Banner RDC Project Review Application and any supporting documents to Dr. Alice Pasvogel, Office of Research & Scholarship (apasv@email.arizona.edu) for review. You will be notified of any concerns or recommended revision.
- Upload the letter of support along with your application and supporting documents into the Banner IRIS electronic program. The application will be reviewed by the Banner Research Determination Committee (RDC).
- Obtain approval letter for your project from RDC.
- Submit a copy of the approval letter to Dr. Alice Pasvogel, Office of Research & Scholarship (apasv@email.arizona.edu).
- Review by the University of Arizona IRB is not required.

DNP Project (Quality Improvement) conducted at Tucson Medical Center (TMC)
- Meet with the Associate Director of Clinical Research to discuss preliminary ideas for the DNP project and submission requirements.
- Submit required documents to TMC for their review.
- Obtain a letter of support for the project from the Associate Director of Clinical Research.
- Submit Determination of Human Research form to the Office of Research & Scholarship (apasv@arizona.edu) for review in the College of Nursing.
- Office of Research & Scholarship will submit documents to the University of Arizona IRB.

Recruitment on Facebook and/or Twitter
Specify the group/groups you will be posting to on Facebook and/or Twitter. Include if they are considered a publicly available group or if the group is considered private. If private, obtain the approval from the individual running the group stating that you have permission to post your recruitment material.
Data Security
- Ensure that data and information, including identifiable private information or identifiable biospecimens, have appropriate data security.
- Encryption is strongly recommended.
- Box @UA Health recommended for confidential data.
- REDCap recommended for online surveys and forms.
- Guidance for is available at data: http://security.arizona.edu/data-classification-and-handling-standard#classifications

Recruitment of College of Nursing Students and Faculty
- A letter of support is needed if recruiting College of Nursing students or faculty.
- If specific to a course, contact the Course Chair
  - For doctoral students, contact Dr. Gephart (PhD) and/or Dr. Prettyman (DNP)
  - For undergraduate students and MEPN students, contact Dr. Connie Miller
  - For faculty, contact Division Directors

30 Day Rules
- PI Attestation and confirmation email must be dated within 30 days of submission to the University of Arizona IRB
- If the University of Arizona IRB requests changes to forms or other documents, revisions must be submitted to the University of Arizona IRB within 30 days of the email

Projects with Native Communities
- Any project conducted on sovereign native land is governed under the authority of that individual Native nation.
- Each Native nation has its own laws, codes, regulations, procedures and/or departmental guidelines governing activity occurring on tribal land.
- Each Native nation is the exclusive owner of all property on its lands and fully controls the disposition development and use of its physical and intellectual property.
- Throughout the process, understand that sovereign Native nations have the legal right to approve or deny requests for projects conducted with Native communities; halt project activities without disclosing their reasons; decide whether the outcomes of project activities conducted within their jurisdiction will be disclosed/disseminated in oral or written form; and negotiate exclusive or shared ownership of data.
- Arizona Board of Regents (ABOR) Tribal Consultation Policy (ABOR 1-118) functions as the highest level of authority, outlining ABOR’s expectations and requirements when engaging with Native Nations, by recognizing fundamental principles of tribal sovereignty, consultation, and respect. ABOR 1-118 requires that all human and non-human research projects, including both unfunded and funded sponsored projects must be supported by documented evidence of consultation and approval (ABOR 1-118 B(2)(b)).
- As a Research I Land Grant Institution, the University of Arizona has developed its own consultation guidelines (see the University of Arizona Consultation Guidelines). It is the responsibility of the University of Arizona faculty, student, or professional to determine
and abide by the Native nation's required procedure or protocol for review, approval, and regulation of research or institutional engagement, and to abide by the University of Arizona Consultation Guidelines.

- The Native Peoples Technical Assistance Office (NPTAO [https://nptao.arizona.edu/](https://nptao.arizona.edu/)) serves as the liaison for Native Affairs to the Office for Research, Innovation and Impact (RII). Through engagement and collaboration with Native Nations throughout Arizona, NPTAO provides support and capacity building, training and education in Indigenous law and governance for Native peoples, and technical assistance for tribal community development.