Human Subjects Helpful Hints
Research Projects

The following information will hopefully be helpful as you complete application forms and other documents.

Research at Banner facilities
- Contact the Banner RN Director of Clinical Nursing Research for the facility. Include in the email key specifics about the planned project: project name, aims, overview of methods, and specific requests. This will help facilitate early protocol planning and reduce potential barriers such as access to PHI, nursing staff time, and overlap with other projects. The Nursing Research Director(s) will reach out on behalf of the PI to Banner unit directors, and/or other support entities within Banner with this information.
- Submit the Research Intake Application (RIA) to the UAHS Research Administration. Instructions and the form can be found at https://research.uahs.arizona.edu/clinical-trials/research-intake-form.
- Submit the IRB Protocol for Human Subjects Research form and supporting documents to the Alice Pasvogel, Office of Research & Scholarship (apasv@arizona.edu) for review. The IRB Protocol for Human Subjects Research form and supporting documents can be reviewed in the College of Nursing while waiting for Banner feasibility review but Banner feasibility approval must be obtained before documents can be submitted in eIRB.

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 approval (letter or email) from the individual running the group stating that you have permission to post your recruitment material.

Required Statement on Recruitment Material
Remember that all recruitment material (flyers, scripts, emails, etc.) must include the IRB required statement. It may be shortened, but the main concept must remain: 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.

Required Language in Consent Document if Giving Compensation
The following text is required in the consent document if participants will receive compensation:
Compensation for participation in a research study is considered taxable income for you. If your compensation for this research study or a combination of research studies is $600 or more in a calendar year (January to December), you will receive an IRS Form 1099 to report on your taxes. Please note, if you are an employee of the University of Arizona, any compensation from a research study is considerable taxable income. For
any compensation or reimbursement you receive, we are required to obtain identifiable information such as your name, address, and [for amounts >$50] Social Security number for financial compliance purposes. Identifiable information collected for financial compliance purposes will not be linked to your research data. If you do not want us to collect this information, you can still participate in this study, but you will not be able to receive any payment for your participation.

Cancer Related Research
For cancer related research, approval from Arizona Cancer Center Scientific Review Committee (SRC) is required. Contact Alice Pasvogel, Office of Research & Scholarship (apasv@arizona.edu) for additional information.

Future use of data or specimens
Future use of data or specimens refers to keeping data and/or specimens for future research including unspecified future research beyond the University requirement of 6 years after project conclusion or for studies involving children, 6 years after the youngest child reaches age 18 years. Include a section in the consent document that reflects future use/no future use of data and/or specimens.

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 research data
- REDCap recommended for online surveys and forms
Guidance on Data Security and Records Retention is available on the IRB website https://research.arizona.edu/compliance/human-subjects-protection-program/guidance-researchers

Conflict of Interest
- The University of Arizona Conflict of Interest (COI) in Research policy applies to all University of Arizona research investigators and applies specific requirements to PHS funded investigators. An investigator is any person who is responsible for the design, conduct or reporting of research performed as part of the University.
- Requirements include:
  - Conflict of Interest Training
    Conflict of Interest training can be obtained through EDGE Learning https://uaccess.arizona.edu
    Training is valid for four years
  - Disclosure of Significant Financial Interests
    Disclosure of Significant Financial Interests can be found at https://research.arizona.edu/compliance/office-responsible-outside-
Disclosure if required annually and within 30 days of acquisition of a new significant financial interest not previously disclosed

**Conflict of Interest (COI) Research Certification**

All investigators and study personnel must complete a research certification for each research study they are involved with before IRB approval is granted. Please note that these study specific Research Certifications are in addition to the annual COI Disclosure Certification.

Study specific Research Certifications are generated on a project-by-project basis, and to complete them, investigators need to:

- Log into eDisclosure ([https://uaccess.arizona.edu](https://uaccess.arizona.edu)).
- From the Dashboard, locate the “My Inbox” tab to locate a list of their outstanding Research Certifications. You can locate the project title by clicking the Research Certification.

**COI Resources:**

Instructions for completing the research related COI certification can be found at [https://research.arizona.edu/sites/default/files/data/Submitting%20a%20Research%20Certification_1.pdf](https://research.arizona.edu/sites/default/files/data/Submitting%20a%20Research%20Certification_1.pdf)

Email coi@arizona.edu with questions about the COI process and requirements

**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. Taylor-Piliae (PhD) and/or Dr. Prettyman (DNP)
- For undergraduate students and MEPN students, contact Dr. Connie Miller
- For faculty, contact Division Directors

**Research with Native Communities**

- Any research conducted on sovereign native land is governed under the authority of that individual Native nation.
- Sovereignty is the inherent right of a people to self-government, self-determination, and self-education, including governance within their lands/territory. Sovereign status is a defining feature of Native nations and it differentiates them from other communities with whom the University of Arizona may engage. Understand that any research or institutional engagement conducted on sovereign native land is governed under the authority of that individual Native nation.
- Throughout the research process, understand that sovereign Native nations have the legal right to approve or deny requests for research conducted with Native communities; halt research activities without disclosing their reasons; decide whether the outcomes of research activities conducted within their jurisdiction will be disclosed/disseminated in oral or written form; and negotiate exclusive or shared ownership of research data.
- 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.
- 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/) 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 research support and capacity building, training and education in Indigenous law and governance for Native peoples, and technical assistance for tribal community development.