Human Subjects Helpful Hints

The following information resulted from feedback from the Human Subjects Protection Program (UA IRB) and the College of Nursing Departmental Review Committee and hopefully will be helpful as you complete application forms and other documents. Keep checking back for more hints.

DNP Project conducted at a Banner facility
- Contact Director of Professional Practice
- Submit required documents to Banner
- Obtain letter of support for project
- Submit documents for UA IRB determination
- UA IRB will submit determination letter to Banner NRDUC Committee for approval
- Approval from NRDUC Committee
- Approval from Director of Professional Practice

Research at Banner Tucson or Banner Phoenix
- All research projects using Banner resources (Banner Tucson or Banner Phoenix) must be submitted to the UAHS Research Administration Research Intake Application (RIA).
- Instructions and the form can be found at https://research.uahs.arizona.edu/clinical-trials/research-intake-form
- Not required if submitting the Determination of Human Research form. See above - DNP Project conducted at a Banner facility

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

Future use and long term storage of data or specimens
- Refers to keeping data or specimens beyond the University requirements of 6 years after project conclusion or for studies involving children, 6 years after child reaches age 18 years
- Refers to keeping data or specimens for future research including unspecified future research
- If retaining data for future research, include a section in consent document that reflects future use and storage

Data Security
- Ensure that data and information, including identifiable private information or identifiable biospecimens, have appropriate data security
- Encryption is strongly recommended
- Box @ UA recommended for confidential research data
- REDCap recommended for online surveys and forms
- Guidance for researchers is available at data http://security.arizona.edu/data-classification-and-handling-standard#classifications

Conflict of Interest
- The University of Arizona Conflict of Interest (COI) in Research policy applies to all UA 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.

The UA IRB will contact the COI department to check that all personnel on the project have completed the training and financial disclosure and if any conflicts have been resolved.

Requirements include:

**Conflict of Interest Training**

Conflict of Interest training can be obtained at [http://rgw.arizona.edu/compliance/conflict-interest-program](http://rgw.arizona.edu/compliance/conflict-interest-program)

Training is valid for four years.

**Disclosure of Significant Financial Interests**

The Disclosure of Significant Financial Interests form can be found at [http://rgw.arizona.edu/compliance/conflict-interest-program](http://rgw.arizona.edu/compliance/conflict-interest-program)

Required annually and within 30 days of acquisition of a new significant financial interest not previously disclosed.

**Required Statement**

For research studies, include the following statement on recruitment material (flyers, scripts, emails, etc.):

> 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.

The statement may be shortened.

**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. Loescher and/or Dr. Love
- For undergraduate students and MEPN students, contact Dr. Connie Miller
- For faculty, contact Division Directors

**30 Day Rules**

- PI Attestation and signatures/confirmation email must be dated within 30 days of submission to the UA IRB.
- If the UA IRB requests changes to forms or other documents, revisions must be submitted to the UA IRB within 30 days of the email.