

## 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 approval
- UA IRB will submit approval letter to Banner NRDUC Committee for approval
- Approval from NRDUC Committee before starting project

### **Research at Banner Tucson or Banner Phoenix**

All research projects using Banner resources (Banner Tucson or Banner Phoenix) must be entered into the UAHS Research Intake Form  
Instructions and the form can be found at <http://research.uahs.arizona.edu/clinical-trials/research-intake-form>  
Not required if submitting the Determination of Human Research form

### **30 Day Rules**

Signatures or 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 IRB within 30 days of the email

### **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 separate section in consent document that reflects future use and storage

### **Data Security**

To 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 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>

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>

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

**Length of the Project**

What is the expected length of the project?

For student projects, allow time for recruitment, data collection, data analysis and completing the final chapter(s)

**Cancer Related Research**

For cancer related research, approval from Cancer Center Scientific Research Committee (SRC) is required. Contact Dr. Pasvogel ([apasv@email.arizona.edu](mailto:apasv@email.arizona.edu)) for additional information.

**Approval Statement:**

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.

This statement is not needed for projects that are not research.

**Recruitment of Students and Faculty:**

No direct recruitment of students or faculty (cold recruitment).

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