To: Department members  
From: Department human subjects committee (Ken Forster (head), Aurelio Figueredo, Connie Beck and Paige Scalf)

There are three distinct steps to submitting a new study with human subjects for approval. They occur in this order:

1) Review by the Psychology Human Subjects Committee (mandatory)  
2) Review by the University of Arizona Institutional Review Board (mandatory)  
3) Request to use the Psy 150A1 subject pool (necessary only if you want to draw subjects from that pool)

Proposals to conduct research with human subjects are reviewed by one of four Institutional Review Boards (IRBs) at the U of A. The Human Subject Protection Program (HSPP) serves as the interface between the researchers and the IRBs. Forms for proposals to the IRB, guidelines for filling those out, and a manual for investigators are available at [http://orcr.vpr.arizona.edu/irb](http://orcr.vpr.arizona.edu/irb)

The departmental Human Subjects Committee serves as an interface between investigators in Psychology and the HSPP. Our job has three components:
- Help department members prepare the F200 ‘Applications for Human Research’ that conform to federal and university policy  
- Review each application to determine if the information contained is complete and that the scientific or scholarly validity of the project has been assessed and found to be appropriate.  
- Protect the department’s reputation among the population of potential subjects, particularly the Psy 150A1 pool, and the general community.

The general process for submitting the ‘F200: Application for Human Research, or an annual F212: Continuing Review Report is below.

1) Consult the IRB website for current forms. Do this even if you are quite experienced in preparing applications, because the forms are updated regularly.

1a) **If you are a faculty member** supervising a graduate student, an undergraduate student, or a staff member who prepares an application, you must review the document prior to submission. Training in preparing the application is the responsibility of all faculty members, not only the department committee.

If you are a faculty member and have questions about how to complete your application, you may want to consult with one of the department’s committee members for advice (or if you are a graduate student whose advisor is unavailable). Every regular faculty member (and their grad students) has been matched to one committee member as a primary contact and another committee member as a secondary contact if the primary person is unavailable. Email your contact person, but realize that they may need a couple days to get back to you while juggling their other jobs.

2) Submit your F200 application or F212 Continuing Review Report via email with the associated documents attached and listed in the email, to the Graduate Coordinator in room 334 in the Psychology Administration Office. Digital copies of all relevant
documents is mandatory (these should be sent as an email attachment to the following email address <bethjk@u.arizona.edu>). Please note that any page that requires signatures needs to printed and submitted separately to the Graduate Coordinator along with the first page that states the name and project. When completed, your proposal will be logged, and if it is a new application, assigned to one of the department committee members for review. Note that you need not worry about which member(s) of the committee will read and/or sign your proposal, simply drop it off. Continuing Review Reports will go to the Department Head for signature. For periodic reviews, we strive for a quick turn-around of one to two days. For new applications, allow three to five weekdays for departmental review. Please include your email address on the first page under “PI contact information”. Please do not leave an application in a committee member’s mailbox, or hand it to him/her in the hall: the centralized system allows us to keep track of paperwork, and ensures equitable workload among the committee members.

3a) If the departmental reviewer(s) finds your document flawless, they will sign it, and return to the Graduate Coordinator, who will then ask the department head, to sign, and will email it to the University IRB. The Graduate Coordinator will be able to tell you when/if your PRF has been emailed, on request.

3b) If the departmental reviewer thinks your application can be improved, he or she will suggest revisions to you by email. If you did not include an email address, expect to find this information in your mailbox.

If you revise your application and resubmit it to the department committee, please include a brief cover letter summarizing the changes. Consult the letter from the department committee member to determine how you should submit your revised application; he or she may suggest direct return to the committee member’s mailbox, or routing through the Graduate Coordinator.

Most revisions suggested by departmental reviewers are advisory; the IRB make the final decisions about proposals. It is within your prerogatives as an investigator to decline suggested changes. If so, please note this in your cover letter accompanying revised proposals. An important exception to this general principle concerns the subject population specified in your application. If you specify use of the Psy 150A1 subject pool, the Psychology Human Subjects Committee (in consultation with the Head) retains the right to deny use of that pool, if we believe that the proposed research has a significant risk of harm to individual participants in the pool, and/or degradation of the pool for future use (ie, if your experiment might inspire fear and loathing of doing experiments in general).

After your application has been submitted to the Human Subject Protection Program office the application will be reviewed by staff and further emails may be sent seeking clarifications. The final approval letter will be sent via email with an attached PDF document.

After your project is approved
1) When approved, your project will be assigned a Project Approval Number. Keep track of this number. You will need to provide it when requesting access to the departments
human subject pool (Psy 150A1 students). You will also need it when filing consent forms.

2) As people participate in your study, keep track of their sex -- the Periodic Review Form from the IRB will request the male/female proportion of participants. (If your project is funded by NIH, you likely know that you should also keep track of participants' racial/ethnic group and whether they are Hispanic or non-Hispanic).

3) At the beginning of every month, gather the signed consent forms from subjects who participated in the previous month. Place these in an envelope or manila folder clearly labeled with: a) the name of the principal investigator of the project, b) the name of the advising or cooperating Psychology faculty member if the PI is not a Psychology faculty member, c) the project approval number assigned by the IRB, and d) the month and year of the consent forms. Give these to the Graduate Coordinator in the Psychology Administration Office, room 334; they will file them in the university-approved location for Psychology’s consent forms (Room 312 of the building). [Some projects have a different approved location for storage of consent forms, in which case the filing system is up to you] Filing consent forms in a timely manner is the responsibility of the Principal Investigator; you will not be reminded of this requirement.

4) As your project proceeds, you might want to make small changes to the approved protocol. All changes to a previously approved project must be handled by completing a ‘F213: Modification of approved human research’ (see form on the IRB website). Submit any requested attachments or revised documents as necessary. Such changes include:
- Changes in the study personnel, such as departure of one undergraduate research assistant who is replaced by a different RA.
- Adding a new questionnaire to a battery of questionnaires
- Change in the amount of time required to complete the experiment
All changes must be approved by the IRB before implementing them.
- Change in the location of an experiment. Any change in location must also be requested from the IRB. If the change means moving an experiment from one building to a different building (not just a room change), this will also require pre-approval from the Psychology Human Subjects Committee. Write your letter to the IRB requesting a building change, but submit it to the departmental committee for a co-signature from the committee. If the location change poses no foreseeable problems, we will forward your letter to the IRB.

5) Sixty days prior to the expiration of your study be alert for the appearance of a request for a ‘F212: Continuing Review Report.’ In order to continue your research project the Continuing Review Report must be reapproved by the expiration date of the project. You can decide to conclude your study at this time as well. The forms are due at the HSPP 45-days prior to the expiration of your study. Please allow at least three weekdays for departmental review to allow time for the department head’s signature.