



UH Human Studies Program



When is it time to submit an IRB application?

- Will you be getting data from living human beings (participants) through surveys, interviews, focus groups, interviews or observation?
- Will you be conducting an intervention study including both physical procedures and manipulation of the participant or their environment for research purposes? (*Examples:* Biomedical drug or device studies, classroom curriculum research, psychological tests)
- Will you be working with data or biospecimens that have identifiers (names, birthdates, addresses, etc...)?
- Do you plan to answer a research question(s) with that data and present or publish the results publicly, or in a dissertation or thesis?

If the answer is YES, please submit an IRB application BEFORE conducting your research.

Next Steps:

If you are student, get the help of a faculty person to serve as your Principal Investigator (P.I.)

Take the required, free, online CITI training. <https://www.citiprogram.org/> For more information, view the Trainings page of our website to learn about what courses are required. <https://researchcompliance.hawaii.edu/programs/human-studies/hs-training/> The two CITI certificates of completion should either appear on the Personnel page for everyone, or uploaded to the Attachments page.

Fill out the online eProtocol application <https://uhmanoa.keyusa.net/> For more information, view the IRB Applications Forms page of our website.

Use the consent form templates found on our Templates page <https://researchcompliance.hawaii.edu/programs/human-studies/hs-templates-forms/>

Be sure to include all the materials the participants will experience such as the questions you will ask, the recruitment materials, and the Safety Plan form if you wish to conduct in-person research during the pandemic.

*As a professional standard please include the IRB protocol number and approval date on the recruitment materials and the cover page of your publication or presentation. Mahalo!

Questions?

Contact: uhirb@hawaii.edu

Website: <https://researchcompliance.hawaii.edu/programs/human-studies/>

