

**Fresno Pacific University**  
**Human Subject Research Process**

Last Updated: September 2, 2009

This document outlines the procedures for all human subject research conducted by Fresno Pacific University students or faculty. The following process needs to be complete **before** the research is conducted.

1. Complete IRB cover page and documentation. This includes:
  - a. a one-page lay summary that clearly describes the project and treatment of research participants (objectives of study, rationale supporting the merit of the research project, definition of study population, explanation of research design and outcome parameters, etc.)
  - b. a consent form, cover letter or text of information about how research participants are notified of their rights
  - c. any instruments or questionnaires to be used
  - d. if applicable, approval from organization where research is going to be conducted
2. If you are a student, your faculty project advisor should approve your research **prior to** submission of the proposal to the IRB.
3. Hand in or mail the completed IRB packet to:  
Dr. Stacy Hammons (MCD 251)  
IRB Chair, Fresno Pacific University  
1717 S. Chestnut Ave.  
Fresno, CA 93702

Packets may also be submitted via e-mail by simply clicking "Submit by E-mail" once you've completed the IRB Proposal Form and attached your documents to it. You should expect a response within three weeks.

4. Wait to begin research until the IRB Chair e-mails the outcome of the IRB committee. The committee will sign off on the cover sheet and will submit the original to the Provost's Office. Please keep a copy for your records.
5. Once the research is approved, the data collection may begin. If anything changes in the research study or any problems arise, the IRB Chair must be notified within 3 days.