

Fresno Pacific University
IRB Human Subject Research Process for Faculty, Staff, and Administrators
Last Updated: January 6, 2018

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

1. The faculty, staff, or administrator member must complete the IRB Proposal Form including the following documents:
 - a. A consent form, cover letter or other of information about how research participants are notified of their rights.
 - b. Any instruments or questionnaires to be used.
 - c. If applicable, approval from the organization where research is going to be conducted.
2. All IRB proposal materials **must** be submitted electronically via IRB@fresno.edu. You should expect a response within three weeks of submitting a **completed** IRB proposal. Failure to include all of the required documents will result in a delay in starting the IRB approval process.
3. Do not begin data collection until the IRB Chair gives approval to begin your study/project. The IRB Chairperson will sign off on the IRB Proposal Form and the Consent Form (if applicable) and send you copies. Then the IRB Chairperson will submit the original to the Provost's Office. Please keep a copy for your records.
4. Once the IRB proposal 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.
5. IRB approval expires one year from the date of approval. If data collection will take place more than the one year after your approval you will need to submit a "Research Project Continuation" form that is available on the FPU website.
6. Specific questions about the IRB proposal process should be addressed to
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IRB@fresno.edu