Fresno Pacific University
IRB Human Subject Research Process for Students
Last Updated: April 6, 2019

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

1. The student must complete the IRB Protocol and include 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.
   d. CITI Training Certificate, in research methods with human subjects.

2. Your faculty research/project advisor must approve your research/project and IRB materials required above before any documents are submitted. Your faculty research/project advisor must email your completed IRB Proposal form and all the required documents to IRB@fresno.edu.

3. 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.

4. Do not begin data collection until the IRB gives approval to begin your study/project. The IRB Committee will sign off on the IRB Protocol Form and the Consent Form (if applicable) and send you copies. Then the IRB will keep records of the original. Please keep a copy for your records.

5. Once the IRB protocol 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.

6. 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.

7. Specific questions about the IRB proposal process should be addressed to Maribel Viveros
   IRB Co-Chair, Fresno Pacific University
   or
   James VanSlyke
   IRB Faculty Chair, Fresno Pacific University