

**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](mailto:IRB@fresno.edu).
3. All IRB proposal materials **must** be submitted electronically via [IRB@fresno.edu](mailto: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