

# HUMAN SUBJECTS INFORMATION

***Research must not begin until your protocol has received approval from the Human Subjects Committee.***

## **Who needs Human Subjects approval?**

**Any UCSB faculty, staff or student doing research that involves Human Subjects.**

Any UCSB faculty, staff or student doing research that involves Human Subjects must have either Human Subjects approval, or an exemption, for the research results to be published in any form including theses and dissertations. This includes:

- Pilot studies (yes, even \*just\* one subject).
- Funded or unfunded research.
- Research on yourself, your staff, your students, your friends, your enemies.

"Human Subject" means a living individual about whom an investigator (whether professional or student) conducting research obtains (a) data through intervention or interaction with the individual or (b) identifiable private information. UCSB Office of Research definitions:

[www.research.ucsb.edu/compliance/human-subjects/regulations-policies-and-guidance/definitions](http://www.research.ucsb.edu/compliance/human-subjects/regulations-policies-and-guidance/definitions)

## **How does one acquire Human Subjects approval?**

Requests to use human subjects are made through a web-based application module (Office of Research Application for the use of Human Subjects; ORahs):

<https://orahs.research.ucsb.edu>. Once the Human Subjects Committee has provided provisional approval, you will be required to print the protocol and submit it to the Gevirtz Research Institute Contracts & Grants Office once it has been signed by both the investigator and faculty advisor (if applicable). The GRI Contracts & Grants Office will acquire the final signature and submit the original to the Office of Research. You will then receive notification via email that you may begin your research.

## **What about Exemptions?**

**Research must be specifically exempted by the Human Subjects committee.**

Researchers should complete a protocol using ORahs to request an exemption. No research with human subjects should begin until approval of the exemption is received.

## **Deadlines**

The Human Subjects Committee meets on the second Tuesday of each month. Protocols must be submitted via ORahs by the last day of the preceding month in order to be reviewed at the next meeting. Expedited protocols and exemptions are reviewed more frequently. Once your protocol has been set up for review you will be notified via email of the scheduled date.

## **Training**

All those who will work with human subjects or identifiable data must complete the Human Subjects training module before their protocols will be approved. See:

<http://hstraining.orda.ucsb.edu/faqs.htm> for further information.

Please see the Office of Research Human Subjects website for more detailed information:

[www.research.ucsb.edu/compliance/human-subjects](http://www.research.ucsb.edu/compliance/human-subjects).

Contact Kelly Hayton, GRI Contracts & Grants Office ([kelly@education.ucsb.edu](mailto:kelly@education.ucsb.edu)) or Kathy Graham, Office of Research ([graham@research.ucsb.edu](mailto:graham@research.ucsb.edu)) with questions.