

HUMAN SUBJECTS INFORMATION

Research must not begin until your protocol/exemption 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:

http://research.ucsb.edu/compliance/human_sbj_definitions.shtml

What about Exemptions?

Research must be specifically exempted by the Human Subjects committee.

Researchers cannot determine for themselves whether or not they qualify for an exemption. However, it is possible to obtain an exemption if certain conditions are met. Researchers must complete the Human Subjects form 112X to request an exemption. No research with human subjects should begin until approval of the exemption is received.

How does one acquire HS approvals/exemptions?

Researchers must complete the appropriate forms. (Human Subjects protocol 112f for approvals and Human Subjects form 112X for exemptions). Completed forms should be turned in to the GGSE Research Office once they have been signed by both the researcher and faculty advisor (if applicable). Please indicate 'GGSE' as your department to ensure that approvals are returned to the GGSE Research Office. We will: (1) acquire Department Head's signature, (2) make the appropriate copies and (3) turn them in to the Office of Research.

Deadlines

The Human Subjects Committee meets on the second Tuesday of each month. Protocols must be submitted to the UCSB Office of Research by the last day of the preceding month in order to be reviewed at the next meeting. To meet these deadlines, researchers should submit their protocols and/or forms to the GGSE Research Office by the 26th of the month. Acquisition of signatures can take several days so please allow the Research Office time to process your materials.

Training

Investigators 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: <http://research.ucsb.edu/compliance/index2.shtml>.

You may also contact the Kelly Hayton, GGSE Research Office (kelly@education.ucsb.edu) or Kathy Graham, Office of Research (graham@research.ucsb.edu) with questions.