

# HUMAN SUBJECTS INFORMATION

***No subjects may be used before an approval from the Human Subjects Committee is received. Your approval will include a "Research May Begin" date. This is the earliest you may begin human subjects research.***

## **Who needs Human Subjects Committee (HSC) approval?**

**All research involving human subjects conducted by UCSB faculty, staff or students must be reviewed and approved by the HSC.**

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 (i) data through intervention or interaction with the individual or (ii) identifiable private information. UCSB Office of Research 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 investigator or faculty advisor clicks on "Submit to HSC," another box on a separate page will appear indicating that the investigator or faculty advisor will agree to term. Clicking on the "Submit to HSC" button will serve as the electronic signature for the protocol application in lieu of submitting the hard copy Signature Page to the HSC.

## **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 HSC meets on the second Tuesday of each month. Protocols are due the last day of the month preceding the next meeting date. Expedited protocols and exemptions are reviewed every two weeks. Upcoming deadlines for the next three months are listed on the ORahs login page. 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 your [GGSE Contracts & Grants Analyst](#) or  
Melissa Warren, Office of Research ([warren@research.ucsb.edu](mailto:warren@research.ucsb.edu)) with questions.