



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

August 20, 2015

Re: ORahs Electronic Signature Page

To: Researchers Listserv

Dear Researchers:

Please see message below from the Human Subjects Office. As always, if you have questions regarding human subjects, feel free to contact me. Further information is available on our website, <https://education.ucsb.edu/contracts-grants/human-subjects>.

Please circulate with your students involved in human subject research.

----- Forwarded Message -----

Hello Human Subjects Researchers,

The Human Subjects Office would like to inform you of some exciting news!

We are currently in the process of redeveloping the online ORahs application to make a more streamlined, effective, and user friendly application for you.

As part of this redesign,

Effective August 13, 2015, signature pages will be collected electronically. When an 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 similar terms that was previously on the hard copy Signature Page. 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.

Department Chair signatures will no longer be a requirement for Signature Pages.

NOTE: For protocols submitted or provisionally approved prior to August 13th, 2015 and have not already turned in the hard copy Signature Page, the Faculty Advisor and Investigator must still sign and return the Signature Page to the HSC to receive final approval.

We hope switching to an electronic signature will greatly reduce the burden on investigators and speed up the final approval process. If you have any questions, please contact hsc@research.ucsb.edu.

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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.

Contact Everly Manes, GGSE Contracts & Grants Office (everly@education.ucsb.edu)
or Melissa Warren, Office of Research (warren@research.ucsb.edu) with questions.