**Investigators**

What category is my research?
If, after reading over the categories available in the IRB Manual, you do not know which category your research falls under you may leave the box blank for the administrator to determine.

Do I need a Unit Reviewer?
Yes, all IRB applications must have a Unit Reviewer or it will be returned to the investigator. This person must be your school/department Chair, Dean or IRB member. For students, this reviewer may not be your advisor.

How do I submit my application?
The preferred submission method is to scan your signed application and email to lvargas@pacific.edu, or send one hard-copy to the office. Handwritten applications will not be accepted.

How long until my study is approved?
If your study falls under the exempt category, it may take about one week for approval. Expedited reviews can take anywhere between two to three weeks. Full Board review can take up to one month or more. Plan accordingly!

Can I begin research while my application is being reviewed?
No, you may not recruit subjects or begin collecting data which involves human subjects until you receive your approval letter from the administrator.

**FACULTY ALERT:**

Classroom projects requiring human subject research:
Exempt research required for classroom credit still requires human subject research training. Exempt research and training is the faculty’s responsibility. If research is believed to be expedited or if your student will present or publish their findings, they must go through the IRB approval process.

**Please note:**

The Informed Consent form is usually the only document your participants will see in regards to your research and the risks/benefits involved. Including the same risks/benefits listed in your application ensures compliance and respect to your participants.

**IMPORTANT:**

Are you handing out the 2011 IRB application to students? Please visit the Human Subjects page and download the updated application for distribution to students on Sakai course sites, etc.

Human Subject Research training is provided by NIH. This is a one-time requirement.