**Investigators**

**Changes to Human Subject Research training:** Training is required of all investigators working with human subjects and is now provided through CITI. Certification is valid for *three years*. [Complete training](#).

**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.

**What category is my research?**
If, after reading over the categories available in the [IRB Manual](#) on page 23, 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 Review 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 it to lvargas@pacific.edu, or send one hard-copy to the office. Hand written applications will not be accepted.

**How do I make changes to my approved research protocol?**
Complete a [Protocol Revision Form](#) available on the [Human Subjects](#) page and submit to the IRB Administrator.

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

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**IRB Review Timeline**

- **Exempt:** one—two weeks
- **Expedited:** three—four weeks
- **Full:** four weeks or more

*Your review category is ultimately decided by the IRB*

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**Need Help?**

**Visit, call or email:**

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