

## Memorandum

**To:** All Faculty  
Stockton and Sacramento Campuses

**Fr:** Dennis Brennan Jim Mansoor  
Benerd School of Education Pharmacy & Health Sciences  
Co-Chairs, Institutional Review Board

**CC:** Deans and Departmental Chairs

**Subject:** Important Reminder: Human Subjects Requirements

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As the academic year begins, we would like remind you about requirements of faculty and students who conduct research with human subjects at the University of the Pacific. These regulations follow the standards set out in the Code of Federal Regulations, 45 CFR 46.

- 1.) Review by the Institutional Review Board (IRB): all research\* projects that involve human subjects\*\* must be reviewed by the IRB. This includes any master's theses or doctoral dissertations involving human subjects.
- 2.) Some classroom projects and/or course laboratory sections may be subject to IRB regulations. The faculty instructor is responsible for making sure that any data collected in association with a course is in the Exempt category and that the information is only used in conjunction with that course.
- 3.) Remember, also, that any projects with human subjects from which findings will be published or otherwise disseminated must have the approval of the IRB before submission for publication.
- 4.) Training: The University of the Pacific IRB requires Human Subjects Training for all individuals – faculty, staff, or students – on the Stockton and Sacramento campuses who wish to use Human Subjects in their projects. This training can be obtained through an on-line tutorial, found at: <http://www.pacific.edu/osp/humansubjects>

Failure to adhere to these policies set forth by the IRB may result in sanctions against the faculty researcher or advisor.

Additional information on human subjects, including submission deadlines and Pacific's Human Subjects Manual, can be found at the above noted website. Additionally, Carol Brodie, IRB Administrator (209-946-7356; [cbrodie@pacific.edu](mailto:cbrodie@pacific.edu)) will be happy to assist individuals who have questions.

Thank you.

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\* Research is a systematic investigation designed to develop or contribute to generalizable knowledge.

\*\* A living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual, or through identifiable private information.