

# Human Subjects Frequently Asked Questions

## Does my project require a Human Subjects Application?

All proposals for research using human subjects must be reviewed and approved by the Human Subjects in Research Committee (HSRC) before the research begins.

Students are encouraged to seek guidance from their faculty advisor or graduate coordinator in completing the Human Subjects and Animal Use Applications.

## How can I tell which category to choose on my application – is it Exempt from Full Board Review?

Certain categories of research using human subjects are exempt from review by the full HSRC (*Exempt*, *Expedited*), and certain research requires *Full Board Review*.

[Requirements for Research Using Human Subjects \(DOC\)](#) details which category is applicable for different research activities.

Even “Exempt” research requires submission of an Application for Human Subjects in Research Clearance form.

## Is there a deadline for submitting a Human Subjects application?

Deadlines for *Full Board* applications are posted on the [Office of Research and Sponsored Programs Human Subjects Forms website](#). The Human Subjects in Research Committee meets three times during the fall semester, three times during the spring semester, and does not meet during the summer. Investigators submitting *Full Board* applications should plan ahead, leaving enough time for revision and resubmission of the application prior to the proposed start date of the research.

There is no deadline for Human Subjects in Research applications in the *Exempt* and *Expedited* categories. These applications are reviewed by the HSRC Chair on an on-going basis. Expect a two week turnaround time on these applications.

## Where can I find the Application for Human Subjects in Research?

The Application for Human Subjects in Research can be found on the web on the Office of Research and Sponsored Programs web site at the following link:

<https://www.csuchico.edu/resp/IRB/IRB%20Forms.shtml>

*(Downloading from the current link each time you need it will be the best way to ensure you have the most up-to-date version of the application.)*

## What do I need to submit with my application?

You will need to submit the following:

1. Application for Human Subjects in Research
2. Informed Consent form
3. A copy of your research instrument (survey, interview questions, etc.).

**Is there a checklist for filling out the forms?**

Yes, a detailed checklist for information to include and often-missed items is available on the web at <https://www.csuchico.edu/resp/IRB/IRB%20Forms.shtml>

**Are there example Informed Consent forms?**

Yes, Informed Consent examples are available on the web at <https://www.csuchico.edu/resp/IRB/IRB%20Forms.shtml>

General information regarding Human Subjects in Research is available online at <https://www.csuchico.edu/resp/IRB/index.shtml>