

RECOMMENDED PROCEDURES WITHIN THE HHPR DEPARTMENT FOR PURSUING RESEARCH UTILIZING HUMAN SUBJECTS

The Departmental Committee for the Protection of Human Subjects (DCPHSR) will consist of three appointed HHPR Faculty members. The HHPR member of the University Committee for the Protection of Human Subjects (UCPHSR) will act as the Chair. If there is no HHPR representative on the UCPHSR, the chair will be selected by the committee. Graduate Students wishing to pursue research utilizing human subjects must gain the sponsorship of an appropriate faculty member from the HHPR department before beginning work on the proposal to the UCPHSR and follow the recommended procedures below. These guidelines apply to faculty with the exception of sponsorship.

1. Obtain the necessary University guidelines and forms (Informed Consent form) from the UCPHSR. Then obtain the necessary Departmental forms (Guidelines and Signature sheet) from the Administrative Associate, Mrs. Stefka. Departmental Committee members can furnish support with the writing of the proposal.
2. Upon completion of the writing, the Faculty Sponsor submits a copy of the proposal to each of the members of the DCPHSR (3) for review. The Signature Form will not be circulated to the DCPHSR members until all revisions have been completed.
3. DCPHSR will review the proposal and make one of the following assessments:
 - a. Accepted as is.
 - b. Accepted conditionally with revisions (rewrite and resubmit).
 - c. Rejected for rewriting and resubmittal.

The Faculty Sponsor will be notified as soon as possible, of the above status. Under conditions of 3b above, the faculty sponsor and student will revise the proposal and return it to the DCPHSR, and the process will re-cycle. The DCPHSR will attempt to accommodate the following schedule to facilitate submission of departmental proposals as expeditiously as possible:

1. Individual departmental proposals must be submitted for review to each of the DCPHSR members (3) at least two (2) weeks prior to the UCPHSR deadline. Proposals that are submitted later will not be reviewed for that month's meeting of the UCPHSR.
2. The Faculty Sponsor is informed of the DCPHSR results within 5 working days. If revisions are necessary, the Faculty Sponsor must resubmit the proposal for approval. Then the Faculty Sponsor will circulate the Signature Form for each member's approval signature.
3. Upon signature approval of the proposal, the Faculty Sponsor will forward the proposal to the Chair of the HHPR Department at least one (1) week prior to the UCPHSR deadline. Proposals that are submitted later will not be reviewed for that month's meeting of the UCPHSR.
4. Upon approval of the HHPR Departmental Chair, the proposal will be returned to the Faculty Sponsor who will forward the reviewed proposal to the UCPHSR.
5. Upon refusal by the University Human Subjects Committee, the Faculty Sponsor and student will make the necessary revisions and resubmit to the UCPHSR.

