



# Human Subjects Review at Pima Community College

## User Guide

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## What is Human Subjects Review?

Human Subjects Review is the process at Pima Community College (PCC) that is designed to ensure that research carried out at the College meets all requirements and regulations specified in the Code of Federal Regulations Part 46: Protection of Human Subjects (see “[Useful links](#)”). The process is designed to evaluate a given research project to determine whether, and to what degree, it poses potential risks to:

1. The subjects of the research in the form of physical, psychological, social, or some other kind of risk
2. The College itself in the form of lawsuits, wasted resources, a diminished image, or some other kind of harm

The process is overseen by Board Policy BP-5603, Regulation 5603-A, and Standard Practice Guide 5603-AA (see “[Useful links](#)”).

The purpose of this document is to explain how to submit a human subjects application to PCC.

## Is my research subject to review?

Human subjects research projects carried out at PCC are required to meet the criteria outlined in the Code of Federal Regulations Part 46: Protection of Human Subjects (see “[Useful links](#)”). If you are carrying out research that involves interactions with students or employees of the College, then your project falls under the Human Subjects Review process. Projects that involve College data only are not subject to review. Please visit the Institutional Research, Planning & Effectiveness (IRPE) website to find out how to request research by the College in [order to access those data](#) (see

“[Useful links](#)”). Note that some projects, as listed in the Code, are exempt from review. Please refer to the Code to see if your project may be exempt.

**If you believe that your project is exempt**, please contact the Office of Institutional Research, Planning & Effectiveness to discuss the [research](#) (see “[Getting help](#)”). We will make the final determination. If the project is exempt, we will send you written confirmation, including important guidelines. If we cannot determine whether the project is exempt from a brief discussion, we may ask you to submit a full application.

**If your project is not exempt**, you will need to complete a Human Subjects Review application packet.

## How do I submit a human subjects application?

In order to review your project, we need the following:

1. Signed application form (see “[Useful links](#)”)
2. Resumé of each investigator named in the application
3. Copy of any surveys or questions that will be used
4. Copy of the consent form, or reason a consent form waiver is requested (see “[Useful links](#)”)
5. Any other supporting documentation

These files need to be submitted to the Vice Chancellor for Institutional Research, Planning & Effectiveness via email ([research@pima.edu](mailto:research@pima.edu)) or at the following address:

Institutional Research, Planning & Effectiveness  
Pima Community College  
4905C E Broadway Blvd Tucson, AZ 85709-1275

If you need assistance preparing any of these files, refer to the “[Useful links](#)” section, which provides access to resources that you may find useful as you prepare your packet.

## Common problems

Based on applications that have been submitted in the past, there are some common problems that we encounter during review. Please give these items careful consideration as you prepare your application:

1. Remember that this is your research project and that you are responsible for all aspects of it, including identifying participants. In most circumstances, the College will not release student email addresses or send out emails on your behalf. Please take that into account when you are determining how you will get people involved in your study.
2. Don't forget that you are submitting an application to carry out research yourself. Applications that require extensive assistance from PCC employees in order to carry out the research are typically not approved.
3. Protection of information is very important to the College, and this includes ensuring that the data you collect are appropriately safeguarded.
4. Please ensure you provide all of the material listed in the section “[How do I submit a human subjects application?](#)” If your application is incomplete, it will delay the review of your project.
5. If you only need access to data stored in the College's databases for your research, then your project does not fall under the Human Subjects Review process. Please fill out the research request form on the IRPE website if you are seeking access to data from the College's data system (see “[Useful links](#)”).

## **I've submitted my application, what happens next?**

After you submit your application, you will receive a confirmation email from IRPE. Your application will then be reviewed. If the packet is complete and no information is missing then this stage in the application process will take about one month. If documents or information are missing, the process can take significantly longer. IRPE may contact you during the initial review if there are questions about any aspect of your research.

Once IRPE has reviewed the packet, the application is referred to the College's Human Subjects Standing Committee. This committee carries out a final review of the application. Due to the diverse projects that are submitted for Human Subjects Review, the timeline for this stage in the process is very variable. However, if at any stage you would like to find out the current status of your application, please contact IRPE (see "[Getting help](#)").

## **My application was accepted**

If your application is accepted by the College, you will receive a letter notifying you of the result. The letter will include important information about who will be your contact at the College for the project, and any site authorization information. It is important that you follow all directions in the notification letter. Any deviation from the instructions may result in your research at the College being terminated.

Please be aware that you may need additional authorization from other College administrators. Approval by the Human Subjects Review process means that your research has been deemed low risk for the College. However, if you need access to specific College personnel or facilities, additional approval from a senior College administrator may be needed. You will be notified in the acceptance letter if this is the case.

## **My application was rejected**

In the event that the College is not able to accept your application, PIR will contact you to discuss alternatives that may work. Every effort will be made to find a solution that meets both the needs of the researcher, and the needs of the College. The application will only be rejected if no acceptable alternative can be identified.

## **Ongoing review of accepted applications**

Please submit a short summary report each year to update the College on the status of your project. A one-page summary is adequate. The report should be submitted each year in the month in which you originally received approval for your research. Note that failure to submit a status report may result in your project being terminated by the College.

When you complete your project, please submit a final report. In addition, send the College copies of any publications resulting from the study.

In all cases, submit the reports to the Assistant Vice Chancellor for Institutional Research, Planning & Effectiveness at the [address provided](#) under “[Getting help](#)”.

## Useful links

*Application Form for Human Subjects Review at PCC*

<http://pima.edu/administrative-services/planning-institutional-research/docs/ApplicationForReview.pdf>

*Consent form guidelines from the Code of Federal Regulations:*

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.116>

In addition, a wide range of higher education institutions provide example consent forms on their websites. These can be located using any internet search engine.

*Code of Federal Regulations: Part 46 Protection of Human Subjects:*

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>

*PCC Policies:*

<http://pima.edu/about-pima/policies/index.html>

*Planning and Institutional Research, Planning & Effectiveness at PCC:*

<http://pima.edu/administrative-services/planning-institutional-research/index.html>

## Getting help

The Human Subjects Review process is overseen by the Office of Institutional Research, Planning & Effectiveness (IRPE). The IRPE office can be contacted through any of the methods below:

- Visit us at the Pima Community College District Office in C-212
- Phone: 520-206-4934
- Email: [research@pima.edu](mailto:research@pima.edu)
- Fax: 520-206-4754
- Address:

Institutional Research, Planning & Effectiveness  
Pima Community College  
4905C E Broadway Blvd Tucson, AZ 85709-1275