Tips for Getting Through the Human Subjects Process

✓ Read the entire Human Subjects Review Guidelines packet prior to submitting a study for review.

✓ Keep in mind that the committee members know nothing about your research other than what is included in the protocol that you submit.

✓ Be consistent about your research procedures. (For example, don’t state in one place that your data are confidential and in another place that your data are anonymous).

✓ Respond to every item on the human subjects form.

✓ Don’t forget to sign the form.

✓ Keep a copy of all the paperwork you submit. This will help in two ways:
  
  o It will make it easier to make requested revisions.
  o It will make it easier to request renewal.

✓ If you are using a consent form, follow the outline and include all of the required elements.

✓ If you are asked for revisions, make sure you respond to each revision that is requested. Clearly indicate that you are submitting revisions rather than a new protocol.

✓ It’s okay to check on the status of your protocol.