Information about IRB Approval for RIFA Projects

Does my project need review by the Internal Review Board (IRB)?

<u>YES</u>, if you are doing human subject research. Human subject is defined by DHHS as:

> *A living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through Intervention or Interaction with the individual, or (2) information that is both Private Information and Identifiable Information.*

In other words, if you are interacting (communicating or observing) or intervening (administering a procedure, changing the environment, etc.) with humans to obtain data about them for research purposes, then you must submit the project as human subject research and should be submitted to the IRB.

Likewise, if you are obtaining for research purposes private information that is identifiable to the individual about whom it pertains, then you must submit the project is human subject research and should be submitted to the IRB.

Is my project exempt?

Your project may be EXEMPT, EXPEDITED, or need FULL BOARD review. Even if your project is in the "exempt" category, you must still submit your project for IRB review and approval of its exemption. Exempt research includes: anonymous surveys/interviews or passive observation of public behavior with collection of identifiers.

How do I submit a project for IRB review?

1. Determine if IRB Review is required (using guidelines above and various worksheets found on UC Davis Office of Research – Does My Project Need Review by the IRB)

2. Read the Investigator Manual (UC Davis)

3. Complete the online <u>CITI</u> Training – CITI Basic Human Research Protections Training (likely the social and behavioral research course). The training is free through your university (all UC campuses).

4. Create an IRBNet Account. Two forms are mandatory: the *Initial Review Application* and *HRP-226 Administrative Approval.* After the Initial Review Application is complete, you will be presented with a list of other necessary documents. Instructions for filling out the Initial Review Application can be found online here as well as screen-by-screen instructions in this Application Guide pdf.

Contacts for assistance:

UC Davis:
IRB Administration staff - 916-703-9158 or hs-irbeducation@ucdavis.edu.
Full list of contacts and to set up appointments here.

UC Riverside:
Lorraine Joy Castro (minimal risk socio-behavioral studies) at lorraine.castro@ucr.edu.
Full list of IRB contacts here.

UC Santa Cruz:
Brenda Belcher at orca@ucsc.edu or (831) 459-1473, info at https://irb.ucsc.edu/.

UC Berkeley:
Hotline for assistance at 510-642-7461.
Full list of contacts and to set up appointments here.

UC San Diego:
Human Research Protections Program helpful checklists.
Staff contact list.

UC Santa Barbara:
Human Subjects Topics and Consideration here
Human Subjects contact info.