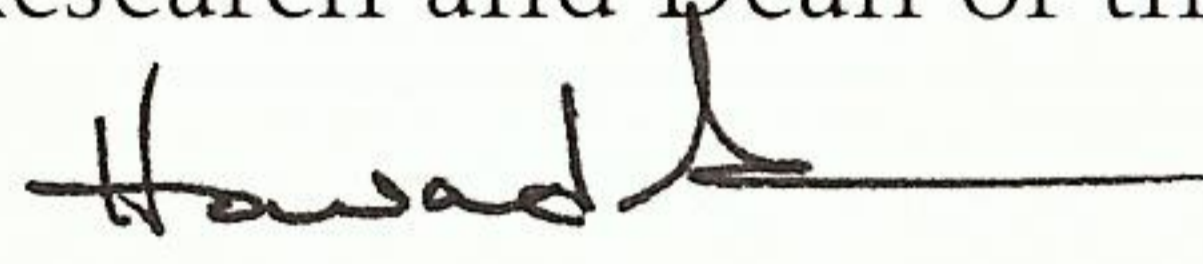


OGRD MEMORANDUM #4
(WSU POLICY REGARDING THE PARTICIPATION OF HUMAN SUBJECTS IN RESEARCH)

TO: Chancellors and Deans

FROM: Howard D. Grimes, Vice President for Research and Dean of the Graduate School

CC: Vice Presidents 

DATE: March 18, 2008

SUBJECT: University Policy Regarding the Participation of Human Subjects in Research

Federal and University policies require that **all research projects** (research activities, whether qualitative or quantitative) conducted by faculty, staff, and students using human subjects must be reviewed. The overall intent of the policy is to ensure that human participants are protected and are treated physically, psychologically, and socially in such a way as to minimize embarrassment and stress, and to avoid harm or other negative effects.

A research project involving human subjects must have Institutional Review Board (IRB) approval of the project's IRB application, prior to initiating any portion of the project. Approval for expedited and full-board applications are valid for a maximum of ONE year and must be renewed (continuing review) if the research lasts longer than one year. A continuing review will not be required for exempt applications (which will receive an initial review only). It is essential that students who use data gathered from human subjects for theses and dissertations be fully aware of University policies. Failure to comply with University review procedures may make it impossible for the Graduate School to accept theses or dissertations.

All principal investigators must complete human subjects training prior to (or concurrent with) a human subject application submission to the WSU IRB. In addition, refresher training will be required every five years. The WSU IRB Utilizes CITI human subjects education. CITI training may be accessed from the WSU IRB website (<http://www.irb.wsu.edu/>).

The WSU IRB Handbook (available at <http://www.irb.wsu.edu/>) contains helpful information and requirements of the WSU IRB. The WSU IRB application forms are available at (<http://www.irb.wsu.edu/forms.asp>). If you have questions concerning these procedures please contact the Office of Research Assurances at 335-3668 or irb@wsu.edu.