Dear Research Colleagues,

RE: New IRB application forms and IRB training requirement.

During this last year, the IRB approved new IRB application forms to replace those used previously. The primary goal in the revision process was to assist researchers in providing the detailed information required for IRB approval and to reduce the number of revisions required. More specific information has been provided on the fonns and, in some cases, check boxes have been used to simplify the responses from IRB applicants. The two new fom1s are posted as items P and Q on the IRB website:

http://www.csulb.edu/divisions/aa/research/our/compliance/irb/

The forms have been posted and used since March 2006. One form is for use when the proposed research utilizes existing data. The other form is for use for all other IRB applications: administrative review, expedited review, and standard review. Because some of you may have "legacy" versions of the previous IRB application forms stored on your computer, it is important to delete these older versions and download the new forms as soon as possible. Beginning September 12, 2006, the IRB will not accept applications unless the new form is utilized. As always, please feel free to call the Office of University Research (985-5314) if you need assistance regarding these new forms.

The second change in the IRB process approved by the Board is the requirement that all researchers undergo training in the protection of human research subjects prior to submitting their IRB application form. This training has been required by nearly all universities in the country for a number of years. The training is required by the US Department of Health and Human Services and CSU Executive order 890. During this past year, the web-based interactive training module maintained by the Office of University Research has been modified so that individual names of researchers successfully completing the module are automatically registered in a database of trained investigators. The interactive learning module is located at:

http://www.csulb.edu/divisions/aa/research/our/compliance/orientation/modules/human subjects/ index.html

As of August 28, 2006, all IRB applicants must have successfully completed the above
learning module or an equivalent learning module on the protection of human subjects. Researchers completing the CSULB learning module simply need to check the appropriate box on the IRB application form indicating they have completed the module. Researchers who have completed another course in protecting human research subjects must provide evidence of such training in an appendix to the IRB application. Please contact the Office of University Research if you need assistance in accessing the CSULB web-based training module.

Best wishes as the new semester begins.

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