**IRB ADMINISTRATIVE REVIEW FOR**

NUCR#

For use by ORI only:

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IRB Designate Approval:

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**HUMAN SUBJECTS RESEARCH STUDIES CONDUCTED BY**

**NON-UCR PRINCIPAL INVESTIGATORS**

**ACCESSING UCR PARTICIPANTS   
(i.e., students, faculty, or staff)**

This IRB administrative review request must be typed out and submitted via e-mail ([irb@ucr.edu](mailto:irb@ucr.edu)) along with ALL the requested appendices and signatures. Some requests may need to be reviewed by the UCR full board.   
  
**1. Title of Proposed Research Study**

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**2. Non-UCR Principal Investigator Information**:

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| --- | --- | --- | --- |
| Title (e.g., Dr., Mr., etc.): | Name: | | |
| Institution: | | Department: | |
| Phone: | Institutional e-mail: | | |
| Status: Faculty (50% f/t)  Post-Doctoral/Doctoral/Masters/Undergrad  Other  (specify:      ) | | | |
| Faculty Supervisor (if applicable): | | | Supervisor email: |

**3. Alternate Contact Information:**

|  |  |  |
| --- | --- | --- |
| Title (e.g., Dr., Mr., etc.): | Name: | |
| Institution: | | Department: |
| Phone: | Institutional email: | |

**4.**

|  |  |
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| **All Researchers Involved in Study Who Will Be Working With UCR Participants** | **List the UCR Sites(s) and Specific Location(s)** |
|  |  |
| **End Date of UCR Involvement:** | |

**5. Provide a Brief Description of the Study**

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| (Max ½ page) |

**6. Describe How UCR Participants Will Be Involved in the Study. Specify if you have approval or permission from the local UCR department or group you will be approaching to do your study.**

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| (Max ½ page) |

**7. Describe the Participant Population, Recruitment process, and Consent of Participants**

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| (Max ½ page) |

**8. Provide the Following Information About the Non-UCR PI’s Institution.**

**PLEASE NOTE: FAILURE TO PROVIDE REQUESTED DOCUMEMTS WILL RESULT IN DELAYS**

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| Has this study been reviewed and approved by a duly constituted IRB?  Yes  No  a. Please provide the following documents with this application:  Local IRB Approval  Local IRB-approved Protocol  Local IRB-Approved Consent Form  Questionnaire, Flyers, Recruitment scripts, Survey or Interview questions  b. What was the Review Type?  Exempt Review Category:  Expedited Review Category:  Full Committee Review\*  \*May also require additional review and approval by the UCR IRB.  **If no**, please provide the justification as to why local IRB approval was not received? *Note:* Without appropriate IRB approval it may not be possible to involve UCR Participants. |

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| **Non-UCR Principal Investigator certifies that:** | | | | |
| * The information provided in this application is complete and correct * I will follow my IRB-Approved Protocol * I accept ultimate responsibility for the conduct of this study, the ethical performance of the project, and the protection of the rights and welfare of the human subjects who are directly or indirectly involved in this project * I will comply with all applicable federal, state and local laws regarding the protection of human subjects in research * I will ensure that the personnel performing this study are qualified and adhere to the provisions of my certified protocol * I will not modify this protocol or any attached materials without first submitting an amendment to the previously approved protocol and receiving subsequent IRB approval as well as review at UCR. | | | | |
|  | Principal Investigator's Signature |  | Date |  |

**UCR Administrative Approvals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UCR IRB Administrative Review and Approval:** | | | | |
|  | | | | |
|  | Authorized Signature |  | Date |  |

*If expedited or full committee review was required at the Non-UCR PI’s Institution or if there are any questions or concerns raised during the UCR IRB administrative review, the Institutional Official (IO) may also be required to review and approve this research. The UCR IRB will arrange this process.*

**INSTRUCTIONS FOR SUBMISSION**

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| ***Submit one copy*** of the completed and signed form (in PDF format, electronic or scanned signatures are acceptable) to the UCR IRB at [IRB@UCR.EDU](mailto:IRB@UCR.EDU).  Please note that approval from the UCR IRB does not mean the relevant UCR department or populations has to participate. You will need to contact that department or group directly. It’s up to them to decide whether they wish to participate in your research. |