Protecting Research Participants: Things to do Before Beginning Human Subject Research

### Preparing for Research

- **Prepare IRB Application**
  PI/Study Team prepares application for IRB review

- **Complete Human Subject Protection Certification (HSP)**
  PIs, those obtaining consent and anyone listed as 'key study personnel' on an NIH grant are required to obtain HSP certification

- **Update Conflict of Interest Disclosure**

- **Complete Research Credentialing**
  All non-UH study personnel with access with UH patient's Protected Health Information (PHI) must complete Research Credentialing

### Scientific Review of Research

- **Obtain Departmental Review(s)**
  All new applications should receive approval from the primary and associated departments prior to IRB submission

### Ethical, Fiscal and Legal Review of Research

- **Submit to the IRB**
  Submit application using the electronic system iRIS™

- **IRB Review**
  IRB reviews research application

- **Initiate Coverage Analysis/Budget Development**

- **Begin Contract Negotiations**
  When applicable:
  - With sponsor/funding source
  - Material Transfer Agreement(s)
  - Data Use Agreement(s)

### Approvals Required to Begin Research

- **IRB Approval**
  IRB reviews research application

- **All Applicable Contracts Executed**
  Fully execute required contracts:
  - With sponsor/funding source
  - Material Transfer Agreement(s)
  - Data Use Agreement(s)

- **Coverage Analysis Completed and Approved**

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