UPPER IOWA UNIVERSITY

EDUCATION BUILT FOR LIFE

AA-104.2.B - Human Subjects Submission Procedure

Start Here

Do I need to submit my research for review or is it exempt?

Using existing data, or performing naturalistic observation without participant interaction.

Collecting data, with or without deception. Any other situation that does not meet definition of "exempt" research.

Protected Population? (minors, prisoners, impaired)

No

Exempt-no review by Human Subjects Committee (HSC) necessary.

Yes

Submit for Human Subjects Review.

I am a faculty member conducting personal research or supervising student research.

Submit to the Department Head.

Chief Academic Officer (CAO)/ Department Heads

Submit to HumanSubjects@uiu.edu as needed according to Policy Section II.B. Some proposals are eligible for expedited review by CAO/Dept Head or HSC Chair.

I am a staff member or faculty conducting research on behalf of an administrative office.

Submit to your Department Head.

Use Checklist before Submitting

Documents to Include In Submission

- Human Subjects Application ☐
- Copy of all questions, items, stimuli, etc. ☐
- Informed Consent Form (use template) ☐
- Debriefing Form (use template) ☐