MEMORANDUM

March 19, 2005

TO: Chancellors, Deans, and Chairs

FROM: James N. Petersen, Vice Provost for Research

CC: Robert C. Bates, Provost and Academic Vice President

SUBJECT: University Policy Regarding the Use of Human Subjects in Projects

Federal and University policies require that all qualitative or quantitative research, teaching or engagement projects conducted by faculty, staff, and students using human subjects must be reviewed by the Institutional Review Board (IRB). The WSU IRB protocol review forms are available at [http://www.ogrd.wsu.edu/forms.asp](http://www.ogrd.wsu.edu/forms.asp). The attached OGRD Memorandum #4 has been updated to reinforce this policy and to implement some improvements.

The WSU IRB has developed a “WSU IRB Manual” (available at [http://www.irb.wsu.edu/](http://www.irb.wsu.edu/)) which contains helpful information and requirements of the WSU IRB. One of the major policy changes is required human subjects training. All principal investigators must attend human subjects training prior to (or concurrent with) a human subject protocol submission to the WSU IRB, beginning in August 2005. In addition, refresher training will be required every five years. The WSU IRB will accept a certificate from many web-based human subjects training courses to satisfy these requirements. WSU human subjects training is also offered in person or on the web through WSU Human Resources Training. Please contact the Research Compliance Office at 335-9661 for assistance in identifying training opportunities or additional information.

Please distribute this memo and its attachments to all faculty and staff in your area.