Guidelines for Students Participating in Research
Involving Human or Animal Subjects

Institutional Review Board (IRB): A faculty committee that reviews human subjects research protocols. UCI has three IRBs:
- IRB A & IRB B: Review human subjects research with hypotheses that are biomedical in nature
- IRB C: Reviews human subjects research with hypotheses that are social or behavioral in nature

Institutional Animal Care and Use Committee (IACUC): A faculty committee that reviews animal use activities (e.g., research, testing, teaching). UCI has one IACUC.

STEP 1—Meet with your Faculty Mentor

After you and your faculty mentor have decided on the objective of your research project, specific responsibilities, etc., it will be necessary to determine whether you will submit your own protocol or whether you can be added to your mentor’s protocol.

New Protocols: Students may serve as Lead Researchers on protocols with a faculty sponsor. The Faculty Sponsor must be eligible to serve as Lead Researcher. At UCI, faculty with paid appointments of 50 percent or more, Emeriti faculty, and Academic Administrators may serve as Lead Researchers on human or animal subjects protocols.

Modifications to Existing Protocols: Lead Researchers (usually a faculty member) may add students to their existing protocols. IMPORTANT: You must be added to the protocol by the Lead Researcher via submission of a modification application, and the procedures must be approved by the IRB or IACUC before the work begins. It may be necessary to add new research procedures at the time you are added to the protocol. It is suggested that you review the approved protocol to ensure your research is described and approved by the IRB or IACUC.

STEP 2—Review the Research and Graduate Studies (RGS) Web site

The Research and Graduate Studies Web site is located at www.rgs.uci.edu. The RGS Web site has all the information you need to meet the requirements of protocol submission, review, and approval.
- Application Forms & Submission Deadlines
- Level of Review Requirements
- How to modify an approved protocol (managing the project)
- Who to contact for assistance

STEP 3—Web Tutorial

All personnel on human or animal protocols must complete the human or animal tutorials, as applicable. IMPORTANT: Protocol applications and/or modifications will not be reviewed until the tutorial is completed by all study personnel. Your faculty sponsor must also complete the tutorial. The tutorial is located at http://tutorials.rgs.uci.edu/.

UCINetID:
- Complete the tutorial using your UCINetID and password. Your UCINetID is usually the letters in front of your UCI e-mail address.
- Your UCINetID must be activated with a password. For more information about UCINetID or passwords, see www.nacs.uci.edu/ucinetid/index.html.

STEP 4—IACUC or IRB Application Submission

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<th>After reviewing the RGS Web site, submit the protocol or modification request and the required number of copies to:</th>
<th>For more information and depending on the nature of your research project, please contact the following administrator:</th>
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<tbody>
<tr>
<td>Office of Research Administration</td>
<td>Clara Schultheiss (IRB A) 824-7218 <a href="mailto:clara@uci.edu">clara@uci.edu</a></td>
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<tr>
<td>IRB or IACUC Administration (choose one)</td>
<td>Tracy Suzukawa (IRB B) 824-5746 <a href="mailto:tsuzuka@uci.edu">tsuzuka@uci.edu</a></td>
</tr>
<tr>
<td>300 University Tower</td>
<td>Karen Allen (IRB C) 824-7114 <a href="mailto:kallen@uci.edu">kallen@uci.edu</a></td>
</tr>
<tr>
<td>Zot Code 7600</td>
<td>Melanie Fabian (IACUC) 824-8170 <a href="mailto:mefabian@uci.edu">mefabian@uci.edu</a></td>
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