

Policies for Protocol Submissions

Be sure to read carefully through all applicable policies prior to completing an initial submission or post-approval request. All materials must be submitted **electronically** to researchcompliance@uca.edu. Protocol submissions may be returned to the investigator for revision and resubmission in the following cases:

- using outdated IRB forms -- always download the [most recent forms](#) from our website. *Do not save templates to your computer for later use.*
- missing protocol parts (consent forms, email or phone scripts, recruitment flyers, instruments, etc.)
- missing signatures from PI, co-PIs, or faculty adviser (faculty advisers must also sign the checklist on student protocol submissions)
- missing letters of support/permission from **each** institution where research will be conducted (if at schools, nonprofit organizations, businesses, etc.). Letters must be on letterhead and signed by the appropriate institutional authority -- emails are not acceptable substitutes.
- lack of or outdated human subjects training (**CITI human subjects certification must be completed by primary researchers and student researchers every three years**)

Incentives (Compensation)

Under the IRS guidelines, any monetary compensation (including gift cards) are subject to tax. As a result, UCA has procedures in place located under the [Accounts Payable](#) website. PIs who wish to provide incentives must follow the [Gift Card Instructions](#) and fill out the [Gift Card Form of Responsibility](#) for all human subject participants/recipients. These procedures were developed with the Controller's Office and UCA Purchasing Department, in line with common policies at other universities and institutions.

Policies

Informed Consent: detailed information about the reasoning and requirements of the informed consent process, from obtaining consent through documentation.

Research in International Settings: conducting research abroad often involves preparing for different cultural norms and settings; and therefore, in most cases will require full board review and additional human subjects protections may be necessary.

Research Involving Minors: in the state of Arkansas, "minors" are individuals under 18 years of age. Minors are designated a "vulnerable population," according to Federal regulations; and frequently--but not in all cases--research with minors requires full board review.

Research Involving Prisoners: any research involving incarcerated individuals, regardless of age, must be reviewed by the full board due to their status as a "vulnerable population."