




LOUISIANA TECH UNIVERSITY

MEMORANDUM

OFFICE OF
RESEARCH AND INNOVATION

TO: Faculty, Staff and Students

FROM: Dave N. Norris, Chief Research and Innovation Officer 

SUBJECT: Requirements Regarding Human Research Subjects

DATE: July 31, 2018

Louisiana Tech is strongly committed to ethical research and to following Federal regulations. The university does not accept the use of human research subjects data obtained without Institutional Review Board (IRB) approval. This includes research to satisfy dissertation, thesis or faculty research requirements, or the use of records, personnel or facilities of the university. Continuation of some university funding, particularly all Federal funding (research, scholarships etc.), is contingent on conscientious observation of the regulations. The Federal government and Louisiana Tech regard the regulations as a floor not a ceiling in the conscientious protection of subjects. The following site may be referenced for the university's policy:
<https://www.latech.edu/about/administration/policies/p-7108/>.

Faculty and student researchers are required to submit documentation of continuing education in the protection of human research subjects. Documentation must be submitted with all IRB human research proposals. This demonstration of continuing education is a part of Louisiana Tech's commitment to ethical research.

Although studies are submitted by faculty members, we recommend that students be included in the preparation and training for the study, prior to submitting the study for approval by the appropriate compliance committee. This is especially important for doctoral students and thesis-based masters' students. Additional information about the process for submitting studies and obtaining approval, as well as links to related websites and online training, can be found from the Louisiana Tech Research site at: <https://www.latech.edu/research-enterprise/research-compliance/>.

The required education and documentation may be easily obtained through the Collaborative Institutional Training Initiative (CITI) program. Online training is available at: <https://about.citiprogram.org/en/homepage/>. (Documentation of completion of all three modules is required). At the end of the training a certificate of completion is available and

should be printed out and submitted with each proposal. Researchers would be well served to print out several copies or save copies on their computer for future submissions.

On behalf of the three research compliance committees of Louisiana Tech University (Institutional Animal Care and Use Committee, Biosafety and Radionuclide Institutional Review Committee), thank you for continuing to pursue scholarly research of the highest quality that is safe and responsive to the standards upheld by these committees. We have recently reviewed our practice and would like to encourage you to submit your studies with sufficient advance notice to give time for the review process to occur prior to your projected start date. For studies that are received by November 1, February 1, and May 1, our committees will respond with 'approval', 'declined', or 'additional questions' prior to the start of the following academic quarter. For studies that are projected to begin at the beginning of the summer or fall quarter, it is recommended that the approval documentation be submitted by May 1. While some human subjects may qualify for IRB expedited review and receive approval more rapidly, researchers are urged to allow adequate time for review.

In conclusion, all proposed research involving human subjects at Louisiana Tech University or performed by Louisiana students, faculty and staff or using Tech facilities must be submitted for approval to the Human Use Committee which functions as Louisiana Tech's IRB. Approval must occur before data is collected or subjects are recruited. Whether research involves people, files, blood or human products, tests or records or individuals, the research needs to be reviewed. Informed consent is required for all human subjects' research unless a specific waiver is obtained. Some research such as simple observation of public behavior is exempt, but such exemption must be determined by the IRB, so submission is still required. Further information including policies, procedures, forms and what qualifies as research may be accessed on the following Louisiana Tech University research website:
<https://www.latech.edu/research-enterprise/research-compliance/>.

Thank you for helping Louisiana Tech continue to fulfill its' research mission and maintain its commitment to ethical research and human subject protection.

Researchers with specific questions may contact:

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