

## **Human Subjects Compliance**

October 2008

The 2007 University audit of the Psychology Department has mandated a greater role for the Department administration in overseeing implementation of procedures related to human subjects in research, especially the maintenance and accuracy of records.

Protection of Human Subjects. We remind departmental researchers that they must adhere to basic guidelines for the protection of human subjects in their work. Many of these guidelines can be found on the U of MN IRB website using this link:  
<http://www.research.umn.edu/irb/guidance/>

Informed Consent. These guidelines include provisions for maintaining study records, including consent forms. We remind you that as a researcher, you are responsible for ensuring that informed consent is obtained from each research subject before he/she participates in the research study. In addition, PI's are ultimately responsible, even when delegating the task of obtaining informed consent to another individual knowledgeable about the research, i.e. co-investigator or coordinator. You must obtain informed consent prior to all data collection and, unless waived or altered by the IRB, parental consent must be secured before obtaining assent from minors. You must maintain the application and consent documents as instructed by the IRB.

Retention of Consent Forms. The Code of Federal Regulations regarding research involving human subjects requires that "records relating to research which is conducted shall be retained for at least 3 years after completion of the research. All records shall be accessible for inspection and copying by authorized representatives of the department or agency at reasonable times and in a reasonable manner" (section 46.115).

Subject Payments. We remind you that if you pay human subjects, participants must sign receipts indicating that they were paid and in what amount. The signatures on these receipts for reimbursement must match the signatures on the study's consent forms.

This policy is posted on the Department's website at  
[http://online.psych.umn.edu/policies\\_procedures/index.html](http://online.psych.umn.edu/policies_procedures/index.html).