

## Instructions for researchers submitting grants when information will be gathered from people

When a project gathers information or samples from people or has people test new apps or devices, this can be human subjects research. Items to consider include:

- 1) The **IRB recommends** that the PI completes Basic Human Subjects Research training via the [Collaborative Institutional Training Initiative](#) (CITI) **prior** to submitting the grant application.  
  
This will give the PI a full awareness of the Federal Guidelines and Regulations for oversight when performing human subjects research and may make the grant application more competitive because the PI will appropriately address these items while designing the project and explaining it to the review panel.
- 2) **On the grant application, check the box** indicating Human Subjects Research.
- 3) **After the grant application is submitted**, the PI should contact the Office of Research Integrity (ORI) to discuss the need for human subjects research training for him- or herself and any of the researchers who will interact with the human subjects for data collection. It is highly recommend that the Basic Human Subjects Research training be completed via the [Collaborative Institutional Training Initiative](#) no later than 1 month prior to the date that review scores are expected.
- 4) **At least one month prior to** the expected date to receive **review scores**, the **PI must fill out the IRB application** found on the [IRB forms](#) website and **ask the Office of Research Integrity (ORI)** to assess for missing elements. (**NOTE** - It may be advisable to begin working on this as soon as the grant is submitted.)  
  
This will provide time for the ORI to assist the PI with crafting an application to the IRB that contains the information needed for an expeditious review when the Agency Program Director indicates that they need an IRB determination.
- 5) **When the “likely to be funded” notice arrives**, submit the prepared IRB application to the IRB.

### Basic Human Subjects Research Training Access

To access CITI training, go to <https://about.citiprogram.org/en/homepage/>.

If you are a new user, click the “Register” button in the upper right.

Create your own username and password (preference is to use UL Lafayette email address).

Affiliate with the University of Louisiana at Lafayette.

Fill out your profile and select the “Basic Human Subjects Research” training in Question 8 of the “Select Curriculum” page.