

William Paterson University
Policy on Human Subject Research at William Paterson University

Resolution Concerning Obtaining Signatures on Protocol Approval Notices
Adopted September 25, 2012

Whereas the WPU IRB requires that faculty, staff and outside investigators, as well as students in certain situations, to sign and return their Protocol Approval Notices before they begin their research, and

Whereas it has been difficult, at times, to obtain investigator signed Protocol Approval Notices back in a timely manner, and

Whereas, the Protocol Approval Notice has specific information that an investigator must acknowledge receiving, and

Whereas, the Protocol Approval Notice has specific requirements concerning continuing review, the reporting of adverse effects and other items that an investigator must accept as a condition of the approval of the protocol,

Be it resolved that:

When a Protocol Approval Notice is emailed to an investigator, the email will include:

- The requirement to the return of the signed Approval Notice within two calendar weeks after the date that the Protocol Approval Notice was sent to the investigator,
- That approval of the protocol will be suspended beginning the day after the return date whether or not the investigator is notified by the IRB,
- That approval of a suspended protocol due to failure to return an Approval Notice will be reinstated when the signed Notice is received, and
- That the signed Notice may be returned by fax, email, campus mail, or US mail, and
- That research activity may not begin until the receipt of the signed Notice is received.

A copy of the emails transmitting Protocol Approval Notices will be also be sent to the investigator's Department Chair or Dean if the investigator is a Department Chair, and

The IRB will send an email acknowledgement that the signed Protocol Approval Notice has been received and that the investigator may now begin their research.