



College of Arts & Sciences
UNIVERSITY OF WASHINGTON

MEMO

TO: A&S DEPARTMENT CHAIRS AND CENTER DIRECTORS
FROM: RICHARD KARPEN
DIVISIONAL DEAN OF RESEARCH & INFRASTRUCTURE
SUBJECT: HUMAN SUBJECTS REVIEW COMMITTEE APPLICATION:
APPROPRIATE SIGNATURES FOR APPLICANTS FROM A&S
DATE: 7/24/2007

Federal, state and university regulations require that the use of human subjects in research be reviewed and approved by an Institutional Review Board (IRB). The IRB Committees review the proposed purpose, procedures, and subject populations to be used and determine if the benefits of the activity outweigh the risks to subjects. The UW Human Subjects Division requires completion of Form UW 13-11. (See form here: http://www.washington.edu/research/hsd/forms_paper.php).

In section IV. of the form, three signatures are required: (1) the Investigator (2) the Faculty Sponsor, if a student is completing the form and (3) the Chair, Dean or Director. The first two are self-explanatory. The third signature should normally be provided by the Chair or Director of the investigator's unit.

In some instances in A&S, Chairs/Directors are unavailable to sign. Ideally, Chairs should appoint a designee to approve in their absence (an Associate Chair, a designated faculty member), with documentation showing this designation. In some instances where no appropriate department personnel are assigned or available, it may be necessary for a Divisional Dean to approve. Below is the order of availability in A&S for the approval signature on line (3).

- Chair/Director
- Associate Chair/Director (or someone designated by the Chair/Director in his absence)
- Divisional Dean of the academic area
- Divisional Dean for Research

This policy is provided to the Human Subject Division for their records.