

## WSU Requirements Preparatory to Performing Human Research

### *Proceed with steps below if using human participants:*

1. Access HIC website at [www.hic.wayne.edu](http://www.hic.wayne.edu)
2. Download Medical/Behavioral Protocol Summary Form or Medical Exempt Form and review all sections and instructions. Always check the website to ensure that you download the most current form.
3. Ensure that all investigators and key personnel complete WSU-HIC required on line training (CITI). Information can be found on the HIC website.
4. The PI may request a pre-review and/or Education sessions from the Education Coordinator. The Education Coordinator will contact PI with comments/suggestions regarding the pre-review **prior** to the protocol being submitted for a Full Board review.
5. Submit completed application with original signatures and all corresponding documents to HIC Office at 101 E. Alexandrine (directions can be found on the HIC website).
  - **Behavioral Exempt Protocol Submissions** – submit one completed Medical/Behavioral Protocol Summary Form, the entire descriptive protocol and/or grant application and all survey tools, a HIPAA Summary Form (if applicable) and two copies of other documentation (e.g., informed consent/HIPAA authorization/assent/information sheet(s), and advertisements. There is no deadline for submission of Behavioral Exempt Protocols.
  - **Medical Exempt Protocol Submissions** – submit one completed Medical Exemption Form, the entire descriptive protocol and/or grant application, all survey tools, a HIPAA Summary Form (if applicable) and one copy of any other documentation. There is no deadline for submission of Medical Exempt Protocols.
  - **Medical/Behavioral Expedited Review** – submit one completed Medical/Behavioral Protocol Summary Form, the entire descriptive protocol and/or grant application and all survey tools, a HIPAA Summary Form (if applicable) and two copies of other documentation as appropriate (e.g., informed consent/HIPAA authorization/assent/information sheet(s), advertisements to the HIC Office at 101 E. Alexandrine. There is no deadline for submission of expedited protocols.

- **Medical/Behavioral Full Board Review** – submit 20 submission packets as follows:

3 collated packets containing the HIC protocol summary form, the entire descriptive protocol/grant application, Investigator's Brochure (if applicable), HIPAA Summary Form (if applicable) and copies of all other documentation that deal with sensitive participants such as drug or sexual practices) and any advertisements or flyers. Deadlines for full board review are located on the HIC website.

6. The HIC Office will submit the protocol to the Office of Environmental Health and Safety (OEHS) for review; if applicable, OEHS will contact the PI regarding hazardous agents.
7. The protocol will be reviewed by the Human Investigation Committee at a convened meeting, if it is submitted for a Full Board Review.
8. HIC comments will be summarized in a memo and sent to PI either via e-mail, fax, and campus mail (if a protocol is approved without comments at the meeting #9 is NOT required).
9. Submit one copy of all appropriate revisions requested to the HIC Office for specific minor revisions and 2 copies of the consent form. If project is tabled, submit 20 copies of all appropriate revisions for re-review at the next convened meeting.
10. The HIC office will verify that all training requirements have been completed (#3 above).
11. An approval letter will be sent via email and campus mail.
12. If the project is sponsored, PI must provide Sponsored Programs Administration (SPA) with copy of the approval letter before they will release funds.
13. Research can commence after the PI receives an Approval Memo from the HIC.

If you have any questions, please don't hesitate to call.

**Human Investigation  
Committee (HIC)**  
101 E. Alexandrine  
Phone: (313) 577-1628

**HIC Education  
(Debbie DeCamillo)**  
101 E. Alexandrine  
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**Office of Environmental  
Health and Safety (OEHS)**  
5425 Woodward, Suite 300  
Phone: (313) 577-1200