

## Pre-proposal Checklist for Use of Human or Animal Subjects in Research

Review and approval may take 2-3 months. Please visit the human/animal website at:  
<http://www.sfsu.edu/~protocol>

### Animal Subjects Research (applies to all vertebrate animals)

Please check all that apply:

- live animal research on campus
- collection of wild animals brought onto campus for study and observation
- animal research in situ (field, zoo, aquarium, natural environment), including observation only
- use of animal products taken directly from live animals
- use of existing animal specimens
- use of avian embryos
- animal research done off-campus in any of these categories

### Human Subjects Research

For IRB review, a human subject is a living individual about whom the investigator obtains either:

- 1) data through intervention or interaction with the individual or
- 2) identifiable private information

Please check all that apply

- interviews, surveys, focus groups
- collection of personal/medical information
- intervention/interaction with subjects
- manipulation of the subject's environment
- analysis of your own or others' existing/secondary data
- research conducted at another site in any of these categories

The following activities **may not** require IRB review. Please contact the human and animal subjects office to help determine if review is required.

- "Self Improvement"** studies (for example, where someone reviews their own teaching methods with an eye to becoming a better teacher)
- Key Informant Interviews** where the information presented is about the program and not the individual
- Curriculum Development** where the curriculum is not being evaluated in the field
- Needs Assessments** and **Program Evaluation** with the sole intent of sharing the results internally with the agency, organization, etc.
- Oral History** where the information is merely reported, but not analyzed
- Web Design Evaluations, Product Design Assessments**
- De-Identified Secondary/Existing Data**

**Title of Project:**

**Name of PI:**

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PI Signature

Date