Using the UA for Human Research when the investigator is not affiliated

Sometimes investigators that are not affiliated with the University of Arizona wish to access the resources of the University of Arizona to conduct human research (e.g. contact students, enter research labs, or obtain records). These investigators need site authorization from the University of Arizona Human Subjects Protection Program prior to conducting any human research activities. Additional authorization from the respective UA unit may also be required.

Process for UA Site Authorization

- Complete the ‘Request for University of Arizona Human Research Site Authorization’, a RedCap link available on the Human Subjects Protection Program website.
- Submit copies of IRB approval from local institution. NOTE: The UA will not grant site authorization for human research activities that do not have IRB or ethics approval.
- Submit copies of IRB approved Informed Consent/Permission/Assent Form(s). If consent will not be documented in writing, a script of information to be provided orally to subjects.
- Submit a copy of research projects protocol or the IRB Application that explains the research project.
- Submit copies of correspondence showing approval from UA units where the research may take place. If no unit has been contacted, the HSPP will ask that you contact the appropriate unit to discuss access before we can approve.
- If you need to start the ‘Request for University of Arizona Human Research Site Authorization’ and come back to it later, there is a say to save the request and come back to it later. The researcher will be given a ‘Return Code’ that they will need to write down and keep in order to locate their incomplete request at a later date.