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## Preplanning Your Application

### Department Time and Space

Since any research proposal requires some commitment of time and department space by the investigator, plans should be discussed early with the Department Chair. The Chair needs to know about new proposals in order to handle administrative clearances and teaching responsibilities in the Department and the School.

In addition, investigators should indicate to their Chair the percent and length of time estimated to complete the project (usually one year). Please note that the Chair's signature is required on the cover page of the proposal.

### Research Space and Equipment

If the resources being requested involve the use of space outside the department or special equipment, contact the Associate Dean for Research who coordinates all such matters for the School of Nursing. It is the investigator's responsibility to check in advance for the availability of space and equipment in the event funding is received. This should be done both for proposals that require new space and for proposals that extend use of space currently being occupied.

### Consultation Assistance

The Office for Nursing Research offers consultation services for investigators planning to request intramural funding. Call the Office for Nursing Research @ 206- 685-1525 or stop by T643 to make an appointment for

list of 3 items

- statistical and design consultation
- budget planning assistance
- application preparation advice

list end

The Associate Dean for Research is available for consultation and guidance to investigators from the initial planning phase through preparation for final submission.

#### Human/Animal Subjects

If human subjects are part of the research design, submit a UW 13-11 form to your Department's Human Subjects Committee and then to the UW Human Subjects Division. Expect the application review process to take approximately two months.

If the proposed research involves the use of laboratory animals, submit an application to the UW Animal Care Committee.

The submission of a Human/Animal Subject application is not required at the time an RIFP application is submitted. The date for submission and approval of a Human/Animal Subjects application must be made explicit in the timetable of an RIFP application. These dates need to be consistent with the dates provided for data collection.

The release of funds will not occur until a copy of an approved Human/Animal Subjects application is submitted to the Office for Nursing Research.

Human/Animal Subjects Office provides an objective rigorous review of human/animal subjects applications and maintains high standards for safeguarding the rights of subjects. Thus, the Research and Intramural Program Review Committee may defer this critique function to the review mechanism set up by the Human/Animal Subjects Office.

#### Payment of Research Subjects

NOTE: If you intend to pay Research Subjects with funds from your Intramural Grant, you should answer YES to Item G, Confidentiality of Research Data, Question 1, in the HUMAN SUBJECTS APPLICATION form. Use the following information to explain why it is necessary, and to plan your process for subject recruitment and payment.

The Office for Nursing Research maintains a checking account for the Intramural Funds for payment of Research Subjects. Check requests to ONR must state the subjects name, address, Social Security

number, and amount to be paid. Allow at least three days for your request to be processed.

The Office for Nursing Research does not maintain petty cash for the purposes of paying Research Subjects from the Intramural Funds. No reimbursement for Subject Payment will be made to faculty who pay subjects directly.

The Office for Nursing Research is required to maintain a list of Research Subjects receiving compensation from the Intramural Funds, including their names, addresses, Social Security numbers and amounts paid. This information must be kept on file for audit purposes. Payments may need to remain confidential, and a coding system may be devised to prevent disclosure of direct identifiers. ONR will maintain the payment information in a locked file cabinet.

The Office for Nursing Research has the responsibility of tracking total amounts paid to a subject from the Intramural Funds. Research Subjects receiving \$600.00 or more in a calendar year from the University of Washington must be reported to the UW Financial Services Tax Desk by January 10th each year. These payments are reportable to the Internal Revenue Service. Failure to report this information may subject the University to a fine by the Internal Revenue Service.

If your ability to recruit Research Subjects would be seriously hindered by the requirement to collect Social Security numbers, addresses, or other direct identifiers, you may submit the following Request for Waiver for consideration by the Office for Nursing Research.

Request for Waiver to Collect Social Security # for Human Subjects

I understand that the Internal Revenue Service and the University of Washington require that I obtain a Social

Security # and address for all subjects that receive compensation for participating in my research, and that such

compensation be reported to IRS if the total exceeds \$600 in a calendar year.

However, the requirement to obtain this information would seriously hinder my ability to recruit subjects for my

research project,

\_\_\_\_\_ (Name of Study)

because:

I hereby request a waiver of that requirement.

Signature of PI \_\_\_\_\_ Date: \_\_\_\_\_

It is determined that the value of this research and the success of this study are paramount to the compliance

requirement to collect Social Security #'s and Addresses, and a waiver of such is hereby approved.

Signature of ONR: \_\_\_\_\_ Date: \_\_\_\_\_