All Psychology students, undergraduate and graduate, conducting human participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals and IRB training according to the UAB Institutional Review Board. The UAB Department of Psychology promotes the following guidelines for the conduct of human research.

When a faculty investigator accepts/hires a student (high school, undergraduate, graduate student, or other students on a volunteer, class credit, or paid basis) who will be involved in “the design, conduct, analysis or reporting of research” or who will obtain consent from potential participants of the study, this student(s) name should immediately be placed on the research protocol by the Principal Investigator prior to the student performing any research related activity. The PI should complete the IRB Project Revision/Amendment form and provide evidence that the student’s IRB training is up to date, prior to this student performing any work on the study. The PI must wait for the approved amendment before allowing the student to perform any research related activity on that project. A copy of the IRB certification should be provided to the PI and a copy should be submitted with amendments to the research protocol to avoid any added delays in processing.

Publication and Presentation of Data

The study data are the responsibility of the approved Principal Investigator. Students should not publish, present or report confidential data publicly without approval by the Principal Investigator. Students preparing poster presentations for conferences or talks (in-house or outside the department) related to the data must obtain permission from the PI/faculty advisor prior to submitting to an outside forum. The student may serve as first author on these posters or presentations if he/she is listed on the IRB approved protocol. In this case, the PI should be listed as a co-author. The sponsor should also be acknowledged on these presentations.

Undergraduate Research Using Existing Data

If undergraduate students plan to use a subset of data generated from an already approved protocol for a secondary analysis with their mentor/ faculty advisor, for their own research, ie. undergraduate honor’s thesis, etc., they should submit their research as a separate IRB application independent of the mentor/faculty advisor that is currently using the data. However the faculty advisor/mentor should be listed on the application. The PI overseeing the collection, storage, and protection of the data would need to approve use of the existing data for this purpose, and should be consulted as to the terms of use and confirm that. The student PI should not use the same title or originally approved protocol of his or her mentor/faculty
advisor for his/her research. A brief letter should be provided to the student by the PI granting use of the data. This letter should be included in the student’s IRB protocol packet.

**Graduate Research Using Existing Data**

If graduate students plan to use a subset of an existing dataset to ask a new research question for their own research, or to conduct a secondary analysis for their own master’s thesis or graduate dissertation, the students will need to submit their research as a separate IRB application from that of their mentor/faculty advisor. However, the faculty advisor/mentor would be listed on the application as Faculty Advisor. The faculty PI will need to approve use of the existing data for this purpose. The student PI should not be using the same title, or originally approved protocol of his or her mentor/faculty advisor for his or her proposed thesis or dissertation. A thesis or dissertation should represent a new question or specific aim and thus will require a new protocol.

Even if the student is named on the mentor’s IRB application (as a co-investigator or in any other role), a separate protocol is preferred by the IRB for the thesis or dissertation research (which should be his/her own idea). Any other approach should be approved by the IRB Office.

**If you are currently engaged in data collection for your thesis or dissertation and have NOT submitted an IRB application as the P.I. under a separate protocol, please get in touch with Mary Frances Thetford at 205-934-8728 as soon as possible.**

**Applying for Candidacy for the Doctoral Degree**

**Graduate Student Candidacy Checklist:**

- Set up a Graduate Study Committee [according to Graduate School and your Program Guidelines]
  - Note: Committee requirements vary by Master’s and PhD degrees and program areas
- Go the UAB Graduate School website and view your appropriate degree deadlines, including when to apply to candidacy [http://main.uab.edu/Sites/gradschool/students/current/deadlines/](http://main.uab.edu/Sites/gradschool/students/current/deadlines/)
- Propose your research idea to your committee and develop your plan
- Obtain IRB approval by submitting your protocol application that outlines your committee approved research
- Apply for Admission to Candidacy no later than 2 semesters before your expected graduation [http://main.uab.edu/Sites/gradschool/students/current/7287/](http://main.uab.edu/Sites/gradschool/students/current/7287/)
- Admission for Candidacy requires your Program Director’s signature of approval. Your Program Office will confirm that you have met the requirements and that you are the designated PI on your research protocol prior to obtaining the program director’s signature of approval.