

**DEPARTMENT OF HUMAN SERVICES
POLICY AND RESOURCE MANUAL**

Department of Human Services

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Reference: 01-10

Effective date: May 1, 2017

Subject: INSTITUTIONAL REVIEW BOARD, POLICY AND PROCEDURES

RATIONALE: The Utah Department of Human Services (the "Department") is supportive of quality research, especially when such research provides additional insights into the Department's client populations and improves the Department's services. The Department seeks, however, to protect the safety and privacy of any human subjects involved in these research projects. These policy and procedures are intended to assist the Department in reviewing research proposals and protecting individual rights, and complying with federal laws governing research with human subjects.

POLICY ABOUT RESEARCH INVOLVING HUMAN SUBJECTS

It is the Department's policy that any research involving human subjects (including the Department's clients, clients' family members, clients' victims, or employees) shall comply with the following rules and policies: (1) federal regulations about human-subjects research (45 CFR Part 46, 21 CFR 50, 21 CFR 51, 21 CFR 312, 21 CFR 812, 45 CFR 164.508, and 45 CFR 164.512); (2) the Department's Vision and Mission Statements; (3) the Department's Code of Ethics; (4) Utah Administrative Rule R495-820-5-14; and (5) the policies and procedures contained in this document.

This document provides (1) the policies and procedures followed by the Utah Department of Human Services Institutional review board (DHS IRB), and (2) requirements for Department employees or contract agencies that are engaged in research or are approached by researchers.

To assure that these requirements are met, all research proposals and protocols must be reviewed by appropriate authorities within the Department, including the appropriate Division Director (or the director designee) and the DHS IRB.



Ann Williamson, Executive Director
Utah Department of Human Services

DATE

5/15/17