

New or  Continuation

**FACULTY/STAFF  
PROTOCOL APPROVAL FORM  
RESEARCH INVOLVING HUMAN VOLUNTEERS  
San Francisco State University**

All research involving human subjects proposed by faculty, staff, or students must be reviewed and approved by the Institutional Review Board (IRB) at SF State. The Protocol Approval Form (PAF) is required for all human research protocols.

In all cases, **research must not proceed** until you receive the final approval notice from the office of Human and Animal Protections (HAP). Please leave adequate time for the processing and approval cycle.

Please list your SF State email address below where you will receive communications regarding revisions and final approval from our office.

The Protocol Approval Form must be submitted with a complete protocol, informed consent(s), and any other study related documents by email to [protocol@sfsu.edu](mailto:protocol@sfsu.edu) or in person to ADM 469. Phone: (415) 338-1093. Fax: (415) 338-2493.

Document templates and samples may be found at the ORSP-HAP website at <http://research.sfsu.edu/protocol>.

Date: \_\_\_\_\_

Title of Research: \_\_\_\_\_

Name of Researcher: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Last Name First Name

Department: \_\_\_\_\_ SF State E-mail Address: \_\_\_\_\_

There is a Co-Principal Investigator on this project, who is: \_\_\_\_\_  
Name, Academic Rank, Affiliation, E-mail Address

\_\_\_\_\_  
Signature Date

Is the project funded? \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

**(The Co-Principal Investigator on the Protocol Approval Form *cannot* sign as the Department Chair/Designated Colleague.)**

\_\_\_\_\_  
(Signature of faculty researcher) (Date) Name and academic rank  
SF State E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Department Chair or, if researcher is Chair, designated colleague) (Date) Name and academic rank  
SF State E-mail Address: \_\_\_\_\_

**Review Categories: For Office Use Only**

- Approved as Expedited
- Approved at a convened meeting

\_\_\_\_\_  
(Chair, IRB) (Date)

Modification \_\_\_\_ Approved (date)  Modification \_\_\_\_ Approved (date)