

PROCEDURES TO OBTAIN RESOURCES AND SURVEY APPROVAL AT USAFA

1. The Air Force has additional requirements for approval if the research 1) contains a survey, focus group or interview to obtain opinion, attitude or intention, and/or 2) uses resources of an organization including human subjects. As is true for all military organizations, Commander approval is required to use the resources under their command.
2. The Principal Investigator (PI) is responsible for obtaining all other approvals that are required and submitting them with the Human Research Protection Program (HRPP) Submission form for review. **The HRPP will not review submissions until all necessary approvals have been obtained and submitted with the HRPP form to usafa.irb@usafa.edu.**
3. Research that involves obtaining attitude, opinion or intention data with a survey, interview or focus group must have a current USAFA Survey Control Number (SCN) issued by the USAFA Survey Control Officer, per AFI38-501 *Air Force Survey Program* and AFI38-501_USAFASUP. Contact information, 719.333.6481.
4. Research that requires archival USAFA data, such as admissions or academic data, requires a data protection plan signed by the organization that will provide the data. To obtain data from Institutional Research (A9N), send an email request to xp.taskers@usafa.edu
5. If a study wishes to recruit cadets through the Dean of the Faculty (DF) Cadet Subject Pool, it must obtain approval from the Director of the Subject Pool, currently in DFBL, at 719.333.2514. If using the DF Cadet Subject Pool for recruitment, no other Commander approvals are required.
6. Mission element commander approval is required for the following use of resources and can be obtained by contacting the appropriate persons below:
 - (a) All sport teams, Athletic Department (AD) personnel, resources or facilities – 719.333.4008
 - (b) Medical/dental personnel, records, resources or facilities – 10 MDG, 10 MSGS, 10 AMDS, 10 DS, 719.333.5866
 - (c) Non-medical/dental 10 Air Base Wing (ABW) personnel, resources or facilities – 10 ABW, 719.333.1015
 - (d) Airfield personnel, resources or facilities – 306 FTG, 719.333.3330
 - (e) Cadets in the squadron (excluding academic time) or during military training including Basic Cadet Training (BCT), CW personnel, resources or facilities – CW, 719.333.3719

(f) Cadets in the classroom or during academic time, if not using the DF Cadet Subject Pool – Dean of the Faculty (DF) Department Head

Basic Sciences Division

Biology 719.333.2720
Chemistry 719.333.2960
Computer Science 719.333.3590
Mathematical Sciences 719.333.4470
Physics 719.333.3510

Engineering Division

Aeronautics 719.333.4010
Astronautics 719.333.4110
Civil & Environmental Engineering 719.333.3150
Electrical Engineering 719.333.3190
Engineering Mechanics 719.333.2531

Humanities Division

English & Fine Arts 719.333.2019
Foreign Languages 719.333.3820
History 719.333.3230
Philosophy 719.333.4070

Social Sciences Division

Behavioral Sciences and Leadership 719.333.2514
Economics and Geosciences 719.333.3080
Law 719.333.3680
Management 719.333.4130
Military and Strategic Studies 719.333.3550
Political Science 719.333.2270

(g) DF personnel, resources or facilities – Dean of the Faculty, 719.333.4508

(h) USAFA Preparatory School students, personnel, resources or facilities – PL, 719.333.2583

Summary of Changes:

This handout will be posted on the IRB website and attached to emails to potential researchers. While the content does not represent any changes to current policy and/or procedures, we believe the handout will provide clear instructions and alleviate frustration.