

Purdue Human Research Protection Program Guidelines for Walk-in Hours

The Human Research Protection Program (HRPP) must ensure that sufficient time is given to each person seeking assistance during our open walk-in hours. Walk-in hours are intended to provide short educational sessions and finishing touches to IRB protocols and requested revisions. The optimal time allotted for each walk-in session is 15 minutes. To ensure that you get the most value from your walk-in hours, you must:

- Complete [CITI Training](#) before walk-in hours. Researchers must have basic background in the history and regulatory basis for IRB review. We may ask for the status of your training.
- Review the Purdue HRPP website www.ird.purdue.edu before your visit. We recommend the “Getting Started,” and “Training and Tools” sections at the top of the page. You’ll find researcher guides and flowcharts to help you begin your application.
- Come to walk-in hours with a proposed study design. Be familiar with the research question(s) in your study. Discuss the proposed population, procedures, recruitment, analysis methods, and any external collaborations with the principal investigator or an experienced colleague in the area of study before attending HRPP walk-in hours.

If these items are all completed, but you still believe that the questions involving review of your study will require more personalized advice, please set up an appointment with an HRPP staff member by e-mailing ird@purdue.edu. To allow efficient scheduling, appointments should be scheduled at least 48 hours in advance. It is recommended that the PI attends the appointment whenever possible.