



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 3900.2
2/AcDean

29 FEB 2008

USNA INSTRUCTION 3900.2

From: Superintendent

Subj: U.S. NAVAL ACADEMY HUMAN RESEARCH PROTECTION PROGRAM (HRPP)
POLICIES AND PROCEDURES

Ref: (a) Surgeon General of the Navy memo Ser M00R/07UMOOR261 dtd 21 Sep 07
(b) SECNAVINST 3900.39D
(c) USNA NOTICE 3900, Subj: Naval Academy Human Research Protection Program (HRPP) and Department of the Navy (DON) Assurance

Encl: (1) United States Naval Academy Human Research Protection Program (HRPP)
Policies and Procedures Manual

1. Purpose. To establish and promulgate the policies and procedures for the Naval Academy's Human Research Protection Program (HRPP).

2. Information. No special markings appear in this instruction. It promulgates new policies and procedures for the Naval Academy. Via reference (a), the Surgeon General (SG) of the Navy approved the policies and procedures established by the Naval Academy (USNA) to protect USNA and the Naval Academy Preparatory School (NAPS), the researchers at USNA and at NAPS, the human subjects involved as participants in projects at these institutions, and the data about the human subjects used or collected in research projects, studies, and surveys. The Academy's policies and procedures, as described in enclosure (1), are consistent with applicable federal, state and local regulations, and with the Department of Defense and Department of the Navy instructions, directives and requirements for the protection of human subjects and the data about them in research. Additional details on the Department of the Navy requirements are provided in references (b) and (c).

3. Action. This instruction and enclosure (1) should be read in their entirety. An electronic version of enclosure (1) is available at http://intranet.usna.edu/HRPP/hrpp_procedure_manual.php.

/s/
J. L. FOWLER

Distribution:
All Non Mids (electronically)
NAPS CO and Dean (electronically)

UNITED STATES NAVAL ACADEMY

Human Research Protection Program (HRPP)

Intranet



[HRPP Homepage](#)

◆ [HRPP Policies and Procedures at USNA](#)

◆ [Protocol Submissions](#)

◆ [External Collaborators](#)

◆ [USNA Instructions and Notices](#)

◆ [References](#)

◆ [HRPP Office](#)

◆ [USNA Home](#)

United States Naval Academy Human Research Protection Program (HRPP) Policies and Procedures Manual

Each section below is in pdf format and opens in a new window.

- Section I - [Guiding Principles and Applicability](#)
- Section II - [Definitions](#)
- Section III - [Quality Assurance and Process Improvement Activities](#)
- Section IV - [Selection of Research Subjects and Informed Consent](#)
- Section V - [Education and Training](#)
- Section VI - [HRPP and IRB Processes and Procedures](#)
- Section VII - [Roles and Responsibilities](#)
- Section VIII - [Administrative Issues](#)
- Section IX - [Human Subject Research Categories and Criteria](#)
- Section X - [Research Protocol Submissions to the Academy's IRB](#)
- Section XI - [Evaluation of Scientific Merit](#)
- Section XII - [Review of Continuing Projects Involving Human Subjects](#)
- Section XIII - [Requirements for Concluding Projects that Involve Human](#)
- Section XIV - [Publications, Presentations, Patents, etc., from Projects th Human Subjects](#)
- Section XV - [Projects Conducted by Midshipmen \(Research, Capstone,](#)
- Section XVI - [Using Midshipmen and/or Midshipman Candidates as Sub Projects](#)
- Section XVII - [Submission of Grant Applications for Projects Involving Hi](#)
- Section XVIII - [Research Collaborations](#)
- Section XIX - [Financial Issues Associated with Research Involving Humi](#)

- Section XX - [Allegations of Non-compliance and Research Misconduct](#)
- Section XXI - Enclosures
 - Enclosure 1: [References](#)
 - Enclosure 2: [Glossary](#)
- Section XXII - [Index](#)

~Contact: HRPPoffice@usna.edu - this site last updated 28 September 2007~