

IRB Directions for Submitting Research Proposal

1. Review all forms, samples, and templates on the IRB website prior to completing the forms.
2. Print the “Request for IRB Approval” form from this website. This form should be printed out and completed by hand. All questions must be answered and the primary investigator (and advisor, if applicable) must sign the form prior to submission.
3. Download the “Research Description Supplement (Template)”. This will assist you in providing the information that is requested for #9 on the “Request for IRB Approval” form. The template is constructed such that all text printed in black should be used verbatim*; whereas, all text printed in blue requires the investigator to tailor the wording according to the nature of the project being proposed. There is also a link to a “Supplemental Research Description (Sample)” which shows the investigator what a completed research description should look like. The completed form must be printed and accompany your submission.
4. Download the “Consent Form (Template)”. This template is also constructed such that all text printed in black can be used verbatim*; whereas, all text printed in blue requires the investigator to tailor the wording according to the nature of the project being proposed. There is also a link to a “Consent Form (Sample)” which shows the investigator what a completed consent form should look like. If at all possible, keep consent form to one page. A printed copy of your consent form must accompany your submission. A copy of the consent form will be kept by each participant.
5. Download the “Consent Record Slip (Template)”. This will be signed by the participant and will serve as a record of each individual’s consent to participate in your project. These signed records must be kept for a period of at least one full year.
6. Determine Appropriate Number of Copies. The number of complete packets you will submit to IRB is determined by the review category in which your project falls. In any category, a complete packet is comprised of the IRB Request for Approval Form, the Research Description Supplement form, a copy of all attached materials (e.g., surveys, reading materials, etc.), and a copy of the Consent Form and Consent Record Slip.

Expedited Review: Designation given to studies that have no apparent risks for the research subjects and thus are designated as exempt by an institutional review board. This type of review requires seven (7) business days* for processing. Requires 2 copies, plus original.

Limited Review: Designation given to studies that have some risks, but the risks are minimal or no greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations. This type of review requires ten (10) business days* for processing. Requires 2 copies, plus original.

Full Review: Designation given to studies that do not qualify for an Expedited or Limited review. For instance, any research that is conducted with participants from a vulnerable population (e.g., infants, children, adolescents, physically or mentally disadvantaged, elderly) and/or that presents risks greater than those encountered in

the course of performing routine physical or psychological activities. This type of review requires fifteen (15) business days* for processing. Requires 7 copies, plus original.

(* For the purposes of IRB, business days are considered 8:30 AM – 4:30 PM Monday through Friday. On occasion, extensions are necessary.)

7. Mail or drop off the appropriate number of copies (including the original) to Jane Scott in Curtis Hall, room 239. All correspondence MUST go through Jane Scott. The submission process cannot be done electronically via email. An email response from Jane Scott will be sent to verify that the Committee has received your proposal and to address the timeframe in which IRB will respond to your proposal. As is warranted, the Committee will schedule periodic and timely meetings for discussion of all proposals requiring “Full Review.” You are not required to attend the meeting; however, if you would like to present your proposal to the committee, let us know and we will schedule a time in the beginning of the meeting for you to do so. The presentation should be approximately five to ten minutes in length. If the members have any questions, they may ask at that time.

8. If your proposal is approved or if you are required to make revisions, you will be notified via email. Please submit your **revisions and two copies of all materials that are requested** to Jane Scott (**NOTE: only those aspects of the study that require revision must be re-submitted**). Submit your revisions promptly to ensure the IRB has adequate time to review your material. Every effort will be made to evaluate revisions and approve research in a timely manner.