Directions for submitting proposal to IRB

IRB proposal for Cedar Crest College students and faculty must be submitted online. Paper proposals will no longer be accepted except for members of the IRB committee and for IRB submissions from other colleges and universities.

To submit an IRB proposal for Cedar Crest College faculty and staff please follow this procedure:

Log on to MyCedarcrest

Click on Campus Connect

Click on the Institutional Review Board on the top left side of the page online tutorials are available on this page and provide helpful information about completing IRB proposals.

Click on the phrase “Begin proposal submission” which will make the application available.

The IRB review process begins once an adviser has approved a proposal. Until that time, the adviser can use the form to indicate that changes should be made to the proposal. This opens up the proposal for the student to edit.

Department Chairs act as advisers for faculty proposals and can approve them in the same way as a student adviser by clicking on the approval link.

In cases where a department chair is submitting an IRB proposal any faculty member in the same department can act as adviser and approve the proposal.

Types of IRB Review

**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 ten (10) days for processing.

**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 15 days for processing.

**Full Review** - Designation given for studies that do not qualify for 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 20 days for processing.

When your proposal is approved or revisions are seen as necessary by the IRB committee, you will be contacted by email.

Paper IRB proposals, submitted by persons from other institutions and by members of the Cedar Crest College IRB Committee should follow the following directions:

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 that 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 in 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.
7. Mail or drop off the appropriate number of copies (including the original to Dr. Allen Richardson in Curtis Hall Room 237. The submission process cannot be done electronically via email. An email response will be sent to verify that the Committee has received your proposal and to address that 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, the may ask at that time.

8. If you 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 material that are requested to Dr. Allen Richardson (NOTE: only those aspects of the study that require revision must be re-submitted). Submit your revision promptly to ensure IRB has adequate time to review your material. Every effort will be made to evaluate revisions and approve research in a timely manner.