

INSTITUTIONAL REVIEW BOARD
GENERAL APPLICATION INSTRUCTIONS

Application Guidelines

- 1) Any research by faculty, students or administrators that involves human subjects must complete application process
- 2) Go to university website, click faculty, then committees, then IRB. Use pull down menu on right to get to application form
- 3) Fill out the form. Answer each question by number. Do not submit general research prospectus. Be sure to sign the form.
- 4) Attach your letter of informed consent to your application form.
- 5) If your research includes a survey, attach a copy of your survey to the application form.
- 6) You may submit all the above materials online but if you do so you must send a hard signed copy for the committee records.

Letter of Informed Consent must:

- 1) Be given to all participants. Surveys do not need to be signed.
- 2) Identify nature of research (how long, what it involves).
- 3) Identify researchers by name and include contact information.
- 4) Must describe in general terms any risk to participants.
- 5) Must state that any participant can drop out without penalty at any point
- 6) If the research is anonymous (names of participants are not recorded or data is not specific enough to ascertain identity), the letter should state that the research is anonymous
- 7) If the research is not anonymous, the letter should state how the data will be stored and when it will be destroyed.
- 8) Must include statement that the research has been approved by SE's IRB with the name and contact information of the committee chair listed.

Types of Reviews

- 1) Exempted Reviews – adjudicated immediately
- 2) Expedited reviews – adjudicated with two weeks
- 3) Regular review – adjudicated within 30 days

Types of Research that qualify for Exempted Reviews (full list included on committee website)

- 1) All anonymous surveys
- 2) Research that involves educational instruction or management

Types of Research that qualify for Expedited Reviews (full list included on committee website)

- 1) Study of existing data or documents
- 2) Observation of individual or group behavior where research does not involve stress to subjects

Classroom Assignments:

- 1) Include a cover letter from professor identifying all the student researchers and the titles of student projects, grouped according to the nature of their research protocol (i.e. all anonymous surveys together, all observation together)
- 2) Each student should fill out a separate application form but they may work from the same letter of informed consent template, usually instructed by the professor)
- 3) After reviewing each student's application for compliance, the professor should submit all the student applications as one packet and at one time.

Additional Notes:

- 1) All research on children requires a regular review.
- 2) All research on children should include a letter of informed consent signed by the parent.
- 3) All research taking place on private property should include a letter of approval from the controlling legal authority.
- 4) All research taking place at schools should include a signed approval letter from the principal.
- 5) No research using videos can be exempted
- 6) Renewals of research are possible. Contact the chair.

Notification of Result

The chair will notify the applicant of the result immediately after adjudication. A signed, official letter of approval will arrive within days of this notification. The researcher should keep this official copy for his or her records.

Questions?

Contact Brooks Flippen (X2338 or bflippen@se.edu)