**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.
7. Human subjects research that is conducted by or in conjunction with a researcher or organization (university, institute, etc.) that is external to Southeastern must be approved by the Vice President of Academic Affairs before it can be approved by the IRB, and if that research involves undergraduate students at SOSU, then the proposed research must also be approved by both the Vice President of Academic Affairs and the Vice President of Student Affairs before IRB approval can be granted.

# 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: Conducted by the IRB Chair or 1 or more experienced IRB members selected by the Chair; a typical review period is 1-3 weeks following receipt of a sufficiently informative proposal

# 2) Expedited reviews: Conducted by the IRB Chair or 1 or more experienced IRB members selected by the Chair; a typical review period is 2-4 weeks following receipt of a sufficiently informative proposal

# 3) Full reviews: Conducted by at least a quorum of the IRB at its next convened meeting, a typical review period is 45 days or less following receipt of a sufficiently informative proposal

# Note that the listed review periods are typical, but the actual amount of time needed to receive IRB approval varies and depends on the clarity and thoroughness of the applicaiton as well as on committee members' workload.  If an applicant suspects that his or her proposed research project

# may qualify for expedited or exempt review, the applicant is encouraged to request consideration for that level of review within the email to which the application is attached.  Doing so may expedite the review process.  However, applicants must be aware that it is the IRB that determines the appropriate level of review for a research proposal, and that decision is made in a manner that is subject to university policies, the IRB's bylaws and relevant Federal guidelines.  Applicants should also be aware that for every category of review, it is not uncommon for requests for alterations, clarification, or additional information to be requested of the applicant.  It is also common for multiple rounds of review to be required for all such necessary modifications to be satisfactorily made.  Therefore, applicants should be sure to apply well in advance of the intended start date for their project.  Research projects involving human subjects may NOT proceed until formal approval has been granted by the IRB.

# 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 IRB Chair

(For Membership list see: <https://www.se.edu/university-committees/institutional-review-board/> )