

IRB APPROVAL CANNOT BE GIVEN AFTER THE FACT, SO IT IS IMPORTANT TO DETERMINE IF YOU NEED IRB APPROVAL BEFORE SUBJECTS ARE RECRUITED AND RESEARCH COMMENCES.

FIRST

IS YOUR PROJECT REALLY RESEARCH?

Research is defined as a systematic investigation, including research development, testing and evaluation designed to develop or contribute to generalizable knowledge.

SECOND

DOES YOUR PROJECT HAVE HUMAN SUBJECTS?

A human subject is a living individual about whom an investigator conducting research obtains 1) data through intervention or interaction, or 2) identifiable private information. If you are using epidemiological information, your project is and exempt project, fill out an exempt application.

Curriculum development or improvement is NOT research.

Quality improvement projects to gather data on a particular practice or program to consider whether it should be continued at your school or agency are NOT research UNLESS you are going to write a journal article or present the findings at a conference. Once you step across the threshold of your school or agency and report your findings to another group, you have created generalizable knowledge. If you think you would ever want to do that, apply for IRB approval now.

THIRD

DOES YOUR SCHOOL DISTRICT or/AGENCY HAVE AN IRB FROM WHICH YOU MUST OBTAIN APPROVAL?

If so, Whitworth's IRB will review a copy of that application and approval in place of our own.

IF MY PROJECT IS RESEARCH WITH HUMAN SUBJECTS, WHAT PROCESS DO I FOLLOW TO OBTAIN IRB APPROVAL?

OBTAIN THE APPLICATION

1. Download the application from the Sponsored Programs website.
2. **READ** the directions at the top of the application.
3. Determine if your project is exempt, expedited, or full board (See application for definition of review levels).

4. IF EXEMPT: Fill out the first page only
5. IF NOT EXEMPT: complete both pages of the application (you may skip the exempt project description on the first page if you are completing the second page).
6. If you want an example of a completed application, contact your thesis chair.

COMPLETE AND ASSEMBLE THE APPLICATION PACKAGE:

1. The application, signed by the student and faculty supervisor or thesis advisor in the student application box; or if a faculty project, by the faculty in the faculty box.
2. If you are not requesting a waiver of written consent, include one of the following using the Whitworth templates found in the IRB section of the Sponsored Programs website:
 - a. Adult Informed Consent
 - b. Parental Informed Consent (and Child Assent if over 7)
 - c. Oral Script if consent information will be present verbally
 - d. Written script if consent information will be posted on a website such as Survey Monkey
3. A copy of any survey instrument to be used. If proprietary, a good example of the questions to be asked including any that might be sensitive.
4. If your subjects are not affiliated with Whitworth, a letter from a school principal or director of an outside agency on their letterhead stating that you have their permission to use their students or clients as your subject pool.
5. DO NOT include any other documents such as a thesis proposal.
6. IF you are using students at another university as subjects too, you will need to contact that IRB for their procedure (see contact information on this web page).

WHAT TO DO WITH THE PACKAGE ONCE IT IS PUT TOGETHER AND SIGNED?

IF EXEMPT: If you are an education or psychology major, turn in two paper copies to your department's IRB representative. All others, turn in two paper copies to Martha Brown, McEachran 220 (do not email the application package).

IF EXPEDITED OR FULL BOARD: Two paper copies to Jackye Peacock and an electronic version of all elements for which an electronic version is available, sent to jpeacock@whitworth.edu.

WHEN AND HOW WILL I KNOW IT HAS BEEN APPROVED?

IF EXEMPT: You will receive an email from the IRB Administrator advising you that the project is approved, or informing you that changes need to be made (see below). Your faculty advisor will be copied on the email. Once approved, the signed application will be sent back to your faculty advisor. The turn-around for exempt projects is usually 2-3 days.

IF EXPEDITED: You will receive an email from the IRB Administrator advising you that the project is approved, or informing you that changes need to be made. Your faculty advisor will be copied on the email. Once approved, the signed application will be sent back to your faculty advisor. The turn-around for expedited projects is usually 1 week.

IF FULL BOARD: As you begin your application, consult the IRB meeting dates posted on the Sponsored Programs website's home page. Applications for full board review need to be turned in to Martha Brown by the Monday of the week in which you wish to meet with the board. The board meets on Friday afternoons on the scheduled dates IF there are applications to review. The board does not meet in the summer or during Jan term unless a special request is made by the faculty advisor. You should plan to attend the meeting. Your application will either be approved at the meeting or you will be asked to make some changes prior to written approval.

WHAT IF I AM ASKED TO MAKE SOME CHANGES?

If the board, either at a meeting or through an email from the IRB Administrator, requests that you make changes prior to receiving approval, use a Protocol Change form located in this same place on the Sponsored Programs website. Note the changes that you are making, based on the board's request, on this form rather than completing a new application. If changes to the consent documents are requested, you will need to attach the revised documents to the Protocol Change form. If you are a student, both you and your faculty supervisor or thesis chair should sign this form.

WHAT DO I DO WITH THE PROTOCOL CHANGE FORM?

Bring two copies of the form and any revisions to Martha Brown in Rm 220, McEachran. DO NOT email your changes. You and your faculty supervisor or thesis chair will be notified by email that your changes have been approved.

WHAT IF MY PROJECT IS NOT APPROVED?

This almost never happens. On the rare occasion that your project is not approved, the IRB will provide some suggestions of how you might change your project in order to get approval, and you may want to discuss a change with your faculty supervisor. Projects that are not approved include projects where the activity you are undertaking is illegal in real life (observation of public behavior during a staged shoplifting) and projects that require the use of controlled substances such as alcohol. The university policy is that undergraduates may not do research with controlled substances

WHAT IF I WANT TO USE PRISONERS AS MY SUBJECTS?

This is a special population that requires extra measures that we find usually cannot be accomplished within the span of a semester. For example, if your subject population is juvenile detainees, you must have court permission to use that population as well as permission from the juvenile jail, you must have a person who works regularly with that population work with you, be present at all times, and be responsible for the project. Additionally, the board has to have a juvenile detainee advocate present for the meeting at which the project is reviewed. This is often not practical within a semester's time.

WHAT IF I STILL HAVE A QUESTION? Call Lynn Noland, IRB Administrator, X3701