IRB Process

- Receipt of request for IRB review
- Email to researcher
    - Exempt Summary Form
    - consent/assent sample template
        - not required to use PSC forms, but forms must include all of the same information
        - parental consent & student assent forms required if any participants are under 18
    - link to tutorial (https://www.hhs.gov/ohrp/education-and-outreach/human-research-protection-program-fundamentals/index.html/assurance-training)
        - only necessary if they haven't done any IRB training at their school of study (they must provide letter or certificates from that training); must print out certificates when done, scan and send with the rest of their completed materials
- Upon receipt of materials from researcher, Administrative Liaison (Dr. Debbie Douma) reviews before sending on to IRB Chair (Dr. Tracy Peyton)
- All files kept in office of Grants & Federal Programs
    - Assigned a number on the log
    - "Active" file
        - Electronic
        - Paper (in Dr. Douma's office)
- Chair will approve, ask for more information/clarification/correction, or disapprove
    - Administrative Liaison sends out emails requesting additional information from researcher
- Prepare approval memo for Chair's signature (everything can be done electronically); check Exempt Summary Form for Researcher and Chair's signatures (resend if not yet signed)
- Send signed approval memo and Exempt Summary Form to researcher, copy to files
- "Tickle" for one year out
    - At one year mark, confirm via email that project is finished. If not, ask if researcher is requesting a one year extension, print email for file
    - Move file to "Complete"

Updated: 3/29/2018