

## **IRB 102 - Guidelines for Submitting an Application for IRB Review**

### **1. Certificate Program: Protecting Human Research Participants**

*Students in all programs who wish to pursue research that involves human participants must first receive approval from the Gratz IRB* (Institutional Review Board) before undertaking their research.

First, the student must pay \$50 to receive training from Protecting Human Research Participants (PHRP). Here is the link to their web page for the training: <https://phrptraining.com/#/>. Just click on the "Buy Course" button at the top, select PHRP SBE, and pay for the course with a credit card. After you take the online training, you will receive a certificate of completion, which you must download and email to me. PLEASE NOTE THAT THE PHRP CERTIFICATE IS GOOD FOR 3 YEARS. If your dissertation or thesis is not completed within the 3-year period, you will have to obtain a new Certificate.

### **2. The IRB Research Proposal Face Sheet (Form IRB001)**

*Students applying to the IRB must first have a proposal formally approved by their thesis advisor.* A copy of the Gratz College IRB Research Proposal Face Sheet (Form IRB 001) must be submitted for IRB approval. Provide all information requested on the form, including all signatures and dates. If additional space is needed for information on the face sheet, attach additional sheets.

### **3. Approved M.A. Thesis Proposal or Ph.D. Dissertation Proposal**

Include a copy of your approved M.A. Thesis Proposal or your Ph.D. Dissertation Proposal.

Your MA Proposal or Dissertation Proposal should also include the following:

- Purpose of the research project
- Type of research design employed in the project
- Subjects involved and maximum number of participants expected
- List of Questions for subjects or copy of any Questionnaires
- Procedures for data collection
- Anticipated type of data analysis to be employed
- Relevance of the research project
- Any potential risks – psychological, social, legal, physical, etc., to the subjects involved in the research and what you will do to minimize risks.
- The following Risk statement appears on the Consent Forms for Adults 18 and older and Minors 15-17 and should be included somewhere in your approved Proposal:

#### **IRB RISK STATEMENT TEMPLATE – for Participants**

There is minimal risk in participating in any research project and for most subjects, the risk of participating in this study is no greater than that ordinarily encountered during participation in general research studies. Although we do not expect that participating in the study will cause any distress, all research has potential risk associated with it. The participants should feel free to contact the IRB chair, Dr. Ruth Sandberg at [rsandberg@gratz.edu](mailto:rsandberg@gratz.edu), if there are any questions or concerns.

A shorter version appears on the Consent Form for Minors 7-14.

### **4. Informed Consent**

Any research project that involves the use of human subjects requires implementation of procedures for obtaining the informed consent of the subjects. Your approved Proposal should

include a separate section on how informed consent will be obtained.

In addition, you must fill in all the blanks on all the Consent Forms you will be using before having the participants sign them. A copy of the completed Consent Forms you will be using must be submitted with your IRB application.

Consent Forms include:

Gratz IRB 010A Consent Form - Adults 18 and older

Gratz IRB 010B Consent Form - Minors 7-14

Gratz IRB 010C Consent Form - Minors 15-17

After receiving approval by the IRB, *the primary investigator must send the IRB Chair copies of all IRB signed Consent Forms from all participants before they begin or during their research.*

NOTE: *If minors are involved in your research, you will need to request a Full Review.*

## **5. Confidentiality Statement and Protection of Subjects**

Your approved Proposal must also include a section explaining how confidentiality of the participants will be protected.

**Exception to confidentiality – Mandatory reporting: If a minor reveals that a probable crime has been committed against him or her (such as physical or sexual abuse), the research investigator is mandated by law to stop the research and immediately report the information to the appropriate legal authorities.**

**Primary investigators who involve minors in their research must indicate in the Proposal their awareness of this exception and the process to be employed in the event of a minor revealing a probable crime.**

## **6. Advisor Review Form (Form IRB 103)**

Your Thesis Advisor or Dissertation Chair must submit Form IRB 103 Advisor Review Form to you, which you will include in the information you send to the IRB Chair, Dr. Ruth Sandberg, at [rsandberg@gratz.edu](mailto:rsandberg@gratz.edu).

## **7. IRB Proposal Submission**

Email the completed IRB Proposal to the IRB Chair, Dr. Ruth Sandberg at [rsandberg@gratz.edu](mailto:rsandberg@gratz.edu). You must submit the completed Face Sheet, the Advisor Review Form, a copy of your approved Proposal, and a copy of any completed Consent Forms.

It usually takes about two weeks for the IRB members to review a proposal.