

Procedures for the Use of IRB Form C

Levels of IRB Review

There are three categories of IRB review of research involving human participants:

1. Monitored review (sometimes referred to as Exempt from expedited or full review),
2. Expedited review, and
3. Full review.

All research using human participants, including that which the investigator believes is exempt from expedited or full review, must be submitted to the IRB for approval. The criteria used to determine these categories of review are described below.

Form C – Faculty/Student Self-Report of proposed research

Prior to beginning a research project that involves the use of human participants, the principal investigator (PI) must submit to the IRB chair:

- a) a self-report indicating whether in his/her view the research qualifies as exempt or requires expedited or full review (Form C), and
- b) the appropriate checklist (Form C-1, C-2, or C-3; below).

Form C-1: Checklist for research qualifying for Monitored review:

To be considered exempt from further IRB review, ALL of the following must be true:

1. The research does not involve members of vulnerable or protected populations, such as minors, prisoners, fetuses, pregnant women, or mentally or cognitively disabled adults as participants.
2. The research does not involve collection or recording of behavior that could place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability or reputation.
3. The research does not involve collection of information regarding sensitive aspects of participants' behavior (such as drug or alcohol use, illegal conduct, or sexual behavior).
4. The research does not involve deception.
5. The procedures are generally free of foreseeable risk to the participant.
6. The research does not require a waiver from informed consent procedures.

If the PI believes the proposed research project fits into the Monitored category, s/he should fill out the checklist on page 1 of Form C-1 and answer the questions asked on page 2. **Two copies** of the proposal (Form C, Form C-1 and project description) are then forwarded to the IRB chair. The Chair will assign an IRB member to review the proposal. If the IRB member approves, the proposal is granted Monitored status and is forwarded to the Academic Affairs Office. If not, the IRB member will return the proposal to the IRB Chair, who will instruct the PI to follow the Expedited or Full review procedure.

Form C-2: Checklist for research qualifying for Expedited Review

For a research project to qualify for expedited review, the requirements listed under the exempt category (above) must still apply, with the following exceptions:

1. The research may involve **no more than minimal** risk to the participant.
2. The research may involve **deception** if it can be scientifically justified; de-briefing procedures must be outlined in detail. Deception should be avoided; however, it is acceptable to withhold information about the nature of the research question, as long as statements about the procedure are correct and not misleading. Following the experiment, the debriefing procedure must provide full disclosure unless this can be shown to pose harm to the participant.
3. The research may involve members of vulnerable or protected groups.

Any research within populations that are considered “vulnerable” by federal regulatory committees will be subject to expedited or full review, depending on the level of risk to the participants. One major reason to consider such populations as vulnerable is the possible compromise of the provision of informed consent by research participants. For this reason, investigators are urged to weigh carefully the ability of the population to give free and informed consent, as well as to consider whether any economic inducement to participate may be perceived by participant populations as a reason for consenting.

Vulnerable populations include:

- a. Minors
- b. Prisoners
- c. Fetuses
- d. Pregnant women
4. Mentally or cognitively disabled individuals

Part III of Form C-2 contains specific examples of research that can be considered for expedited review.

If the PI believes the proposed research project fits into the expedited category, s/he should fill out the checklists in Parts II and III of Form C-2 and answer the questions asked in Parts I and IV. **Two copies** of the proposal (Form C, Form C-2 and project description) are then forwarded to the IRB chair. The Chair will appoint two IRB members to review the proposal. The two IRB members will independently review the proposal, confer as necessary and either

- a) agree that the proposal meets the requirements for expedited review,
- b) forward the proposal to the IRB chair for a determination of status if they cannot agree that the proposal qualifies for expedited review, or
- c) return the proposal to the Chair, who will instruct the PI to follow procedures for full review.

If the proposal meets the requirements for expedited review, these two reviewers will evaluate the proposal and reach one of four outcomes:

1. Approve the study. No further action is required from the investigator prior to initiating the study.

2. Grant Conditional Approval, requesting minor changes before the study may begin.
3. Ask that the PI Revise and Resubmit the proposal to the IRB chair, with more extensive changes required before the study may begin.
4. Return the proposal to the Chair, who will instruct the PI to follow procedures for full review.

Under the expedited review process, reviewers may not disapprove the research. A research activity may be disapproved only after full review at a convened meeting of the IRB.

Form C-3: Checklist for research requiring Full Review

Any research within populations that are considered “vulnerable” by federal regulatory committees will be subject to expedited or full review, depending on the level of risk to the participants. One major reason to consider such populations as vulnerable is the possible compromise of the provision of informed consent by research participants. For this reason, investigators are urged to weigh carefully the ability of the population to give free and informed consent, as well as to consider whether any economic inducement to participate may be perceived by participant populations as a reason for consenting.

Vulnerable populations include:

- e. Minors
- f. Prisoners
- g. Fetuses
- h. Pregnant women
- i. Mentally or cognitively disabled individuals

Any research that involves risk to a population greater than that experienced in everyday life shall be subject to full review. Examples include:

- a. use of private records (medical or educational).
- b. invasion of privacy of participant or participant’s family.
- c. manipulation of psychological or social variables (e.g., sensory deprivation, social isolation, psychological stresses).

If the proposed research project fails to satisfy any of the qualifications for monitored or expedited review, or if the research does not fall into any of the categories explicitly identified as qualifying for monitored or expedited status, a full IRB review is required. The PI must submit **five copies** of a proposal (Form C, Form C-3 and a research description) to the chair of the IRB, who will convene the board for a review of this proposal. The PI will be notified of the meeting and invited to make a presentation to the board if he/she so chooses.

A minimum of three (3) members of the IRB must review the proposal, including at least one (1) member whose primary concerns are in nonscientific areas. A majority of those voting must approve the research for it to pass. The decision of the IRB shall be issued in writing. There are four possible outcomes of a review:

- Approved – no further action is required from the investigator prior to initiating the study.
- Conditional Approval – minor changes are requested before the study may begin.

Revise and Resubmit – more extensive changes are required before the study may begin.
Denial – the proposed research, because of the level of risk involved, cannot be initiated.

In cases in which the research is not approved as submitted, written feedback as to the reasons for disapproval must be given to the investigator. The investigator may then reapply for approval, providing either a modified set of procedures or a more complete justification for procedures that were questioned. Investigators may normally expect to receive a decision from the IRB in five class days. Modifications will be reviewed by the IRB chair, who will consult with other IRB members as necessary.

If an investigator wishes to appeal a decision by the IRB, he/she may discuss the reasons with the IRB chair, meet with the committee, and/or request that the IRB consult with appropriate experts in the field (e.g., representatives of national professional organizations such as the American Psychological Association, or federal agencies such as the Office for Human Research Protections) and re-review the proposal. If the IRB reaffirms its disapproval of the proposal, the investigator may appeal to the chief academic officer, who will consult with additional experts and make a final determination.

Albion College Institutional Review Board

Cover Sheet: Self-Report of Review Status Form C

Project Title: _____ New Renewal

Anticipated Dates for Data Collection: Start: _____ End: _____

Principal Investigator:

Campus address:

E-Mail:

Phone:

PI Status: Faculty Staff Student

Name of external funding agency (if any) and proposal title (if different from above):

Review Status (to be completed by the Principal Investigator):

In my judgment, the above named research project (check one):

Is exempt from further IRB review. **Attach Form C-1.**

Qualifies for expedited IRB review. **Attach Form C-2.**

Requires full IRB review. **Attach Form C-3.**

I certify that the statements herein are accurate and complete. I agree to protect the rights and welfare of the human participants taking part in my research, to abide by College guidelines for securing informed consent, to safeguard the confidentiality of my research data, and to inform the chair of the IRB should any changes in the research protocol or human participant issues arise during the course of this research.

(Signature of Principal Investigator)

(Date)

Sponsor (Students must have Faculty/Staff Sponsorship):

Campus Address:

E-Mail:

Phone:

I have reviewed this application and will oversee this research in its entirety.

(Signature of Sponsor)

(Date)

Principal Investigator: _____ Date received by IRB Chair _____

Title of Project: _____

Date monitored status approved by IRB member _____ Signature _____

Signature of IRB Chair _____ Date received by College Archives _____

Albion College IRB Form C-1

Checklist for Research Qualifying for Monitored Review

Directions: Submit **two copies** of this form to the IRB Chair if you believe that your project qualifies as exempt from further IRB review. Please check all applicable items in Parts I and II. Research activities will only be considered for Monitored status when all items in Part I and at least one item in Part II apply.

Part I: (Check all items that apply to your research project.)

- _____ The research does not involve minors, prisoners, fetuses, pregnant women, or mentally or cognitively disabled individuals as participants.
- _____ The research does not involve the collection or recording of behavior which, if known outside the research, could reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation.
- _____ The research does not involve the collection of information regarding sensitive aspects of the participants' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior).
- _____ The research does not require a waiver of informed consent.
- _____ The research does not involve deception of participants.
- _____ The procedures of this research do not place participants in situations of foreseeable risk beyond that which is encountered in everyday life.

Part II: (At least one item should apply.)

- _____ The research will be conducted in established or commonly accepted educational settings and will involve normal educational practices (e.g., research on regular and special education instructional strategies, research on instructional techniques, curricula, or classroom management methods).
- _____ The research will involve the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior. Information will be recorded anonymously (i.e., so that the human participant cannot be identified, directly or through identifiers linked to the participant). [NB: Survey/interview/ observational research in which elected or appointed public officials or candidates for public office serve as participants is exempt whether or not data collection is anonymous].
- _____ The research will involve the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens. These sources are either publicly available or the information will be recorded anonymously (i.e., in such a manner that participants cannot be identified, directly or through identifiers linked to the participants).

Albion College IRB Form C-1, page 2

Guidelines for Preparation of Research Proposals

Please provide the following information; use additional sheets if necessary. For Monitored research, submission of a formal research proposal is not required. However, if the information requested below is contained in clearly identified fashion in a research proposal, you may append the proposal in lieu of completing some or all of the items below as long as you indicate where in the proposal (give page, line numbers) the relevant information can be found.

1. What is the purpose of the proposed study?
2. Describe the proposed subject sample (e.g., age, gender).
3. How will participants be recruited and selected?
4. Briefly describe all research procedures that will apply to human participants. Be sure to indicate:
 - a) approximately how much time each participant is expected to devote to the research.
 - b) how data will be collected and recorded (with or without identifiers? what instruments, materials, or equipment will be used? will audio- or videotapes be employed in data collection?). Attach copies of all written instruments and/or describe any apparatus with which participants will be in direct contact.
 - c) methods for obtaining informed consent. Attach copies of all materials used to obtain informed consent.
 - d) methods for preserving confidentiality (including plans for storing/disposing of tapes and other data records at the conclusion of the research).
5. Indicate any benefits that are expected to accrue to participants as a result of their participation in the research. In the event that participants will be paid, describe all payment arrangements, including how much participants will be paid should they choose to withdraw from the study prior to completion of the research.
6. Describe any relationship between researcher and participants, such as: teacher/student; superintendent/principal/teacher; employer/employee. If such a relationship exists, how will it affect the participant's ability to take part voluntarily and how will the principal investigator handle it?

Principal Investigator: _____ Date received by IRB Chair _____

Title of Project: _____

Date approved by IRB member _____ Signature _____

Date approved by IRB member _____ Signature _____

Signature of IRB Chair _____ Date received by College Archives _____

Albion College IRB Form C-2

Checklist for Research Qualifying for Expedited Review and Guidelines for Preparation of Research Proposals

Directions: Submit **two copies** of this form and the research proposal to the IRB Chair if you believe your project qualifies for expedited IRB review. Please answer the question in Part I, check all applicable items in Parts II and III, and provide all relevant information in Part IV. Research activities will only be considered for expedited review when all items in Part II and at least one item in Part III apply.

Part I: Does the research involve minors, prisoners, fetuses, pregnant women, or mentally or cognitively disabled individuals as participants? _____ Yes _____ No

Part II: (Check all items that apply to your research project.)

_____ The research does not involve the collection or recording of behavior which, if known outside the research, could reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation.

_____ The research does not involve the collection of information regarding sensitive aspects of the participants' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior).

_____ The procedures of this research present no more than minimal risk to the participant (where minimal risk means that the probability and magnitude of harm or discomfort anticipated in the proposed research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests).

Part III: (At least one item should apply.)

_____ Research involving existing identifiable data, documents, records, or biological specimens (including pathological or diagnostic specimens), where these materials, in their entirety, have been collected or will be collected solely for non-research purposes. [**NB: These sources are not publicly available and, although confidentiality will be strictly maintained, information will not be recorded anonymously (e.g., use will be made of audio- or videotapes, names will be recorded, even if they are not directly associated with the data).**]

_____ Collection of data through use of the following procedures:

- a) non-invasive procedures routinely employed in clinical practice excluding procedures involving x-rays or microwaves;

- b) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the participant or an invasion of the participant's privacy;
- c) weighing, testing sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, echography, sonography, ultrasound, magnetic resonance imaging (MRI), diagnostic infrared imaging, doppler blood flow, and echocardiography;
- d) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

_____ Collection of data from voice, video, digital or image recordings made for research purposes where identification of the participants and/or their responses would not reasonably place them at risk of criminal or civil liability, be stigmatizing, or be damaging to the participants' financial standing, employability, insurability, or reputation.

_____ Research on individual or group characteristics or behavior (including but not limited to research involving perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior, or research employing surveys, interviews, oral history, focus groups, program evaluation, human factors evaluation, or quality assurance methodologies).

_____ Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior. [Although confidentiality will be strictly maintained, **information will not be recorded anonymously**, e.g., use will be made of audio- or videotapes, names will be recorded, even if they are not directly associated with the data.]

_____ Research that involves deception [**NB: Deception must be scientifically justified and de-briefing procedures must be outlined in detail**].

_____ Prospective collection for research purposes of biological specimens, research on drugs or devices for which an investigational new drug exemption or an investigational device exemption is not required, and collection of blood samples by finger stick or venipuncture.

_____ Research previously approved by the convened IRB as follows:

- (a) where (i) the research is permanently closed to the enrollment of new participants; (ii) all participants have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of participants; or
- (b) where the research remains active only for the purposes of data analysis; or
- (c) where the IRB has determined at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified;
- (d) where no participants have been enrolled and no additional risks have been identified.

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Part IV:

Please provide the following information; use additional sheets if necessary. For Expedited research, submission of a formal research proposal is not required. However, if the information requested below is contained in clearly identified fashion in a research proposal, you may append the proposal in lieu of completing some or all of the items below as long as you indicate where in the proposal (give page, line numbers) the relevant information can be found.

1. What is the purpose of the proposed study?
2. Describe the proposed participant sample. If participants under the age of 18 will participate in your research, indicate the sample's expected age range.
3. How will participants be recruited and selected?
4. Briefly describe all research procedures that will apply to human participants. Be sure to indicate:
 - a) approximately how much time each participant is expected to devote to the research.
 - b) how data will be collected and recorded (with or without identifiers? what instruments, materials, or equipment will be used? will audio- or videotapes be employed in data collection?). Attach copies of all written instruments and/or describe any apparatus with which participants will be in direct contact.
 - c) methods for obtaining informed consent or assent in the case of minors. For minors, indicate how the consent of parents or legal guardians will also be obtained. Attach copies of all materials used to obtain informed consent or assent.
 - d) methods for preserving confidentiality (including plans for storing/disposing of tapes and other data records at the conclusion of the research).
 - e) if deception is to be employed, provide a scientific justification for its use and describe debriefing procedures. **[NB: If the research is such that debriefing cannot be carried out, the project must be submitted for full IRB review.]**
5. Indicate any benefits that are expected to accrue to participants as a result of their involvement in the research. In the event that participants will be paid, describe all payment arrangements, including how much participants will be paid should they choose to withdraw from the study prior to completion of the research.
6. Describe any relationship between researcher and participants, such as: teacher/student; superintendent/principal/teacher; employer/employee. If such a relationship exists, how will it affect the participant's ability to take part voluntarily and how will the principal investigator handle it?

Principal Investigator: _____ Date received by IRB Chair _____

Title of Project: _____

Date approved by IRB _____ Signature of IRB Chair _____

Date received by College Archives _____

Albion College IRB Form C-3

Checklist for Research Requiring Full IRB Review and Guidelines for Preparation of Research Proposals

Directions: Submit **five copies** of this form and a research proposal to the IRB Chair if you believe that your project requires full IRB review. Please check all applicable items in Part I and include a full research proposal that explicitly provides all relevant information requested in Part II.

Part I:

_____ The research involves minors, prisoners, fetuses, pregnant women, or mentally or cognitively disabled individuals as participants. **[NB: The accompanying proposal must indicate clearly why the use of participants in any of these categories is scientifically necessary.]**

_____ The research involves the collection or recording of behavior which, if known outside the research, could reasonably place the participants at risk of criminal or civil liability, be stigmatizing, or be damaging to the participant's financial standing, employability, insurability, or reputation. **[NB: The accompanying proposal must indicate clearly why the collection or recording of such behavior is scientifically necessary and what steps will be taken to preserve participants' anonymity/protect participants' confidentiality.]**

_____ The research involves the collection of information regarding sensitive aspects of the participants' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior). **[NB: The accompanying proposal must indicate clearly why the collection of such information is scientifically necessary and what steps will be taken to preserve participant's anonymity/protect participant's confidentiality.]**

_____ The procedures of this research involve more than minimal risk to the participant (where more than minimal risk means that the probability and magnitude of harm or discomfort anticipated in the proposed research is greater than that ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests). **[NB: The accompanying proposal must identify all risks (physical, psychological, financial, social, legal, other) connected with the proposed procedures, indicate clearly how such risks to participants are reasonable in relation to anticipated benefits, describe procedures designed to protect against or minimize such risks, and assess their likely effectiveness.]**

_____ This research does not fall into any of the categories explicitly identified as qualifying for Monitored or Expedited status.

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Part II:

Please provide a copy of the full research proposal. In the spaces below, indicate where in the proposal (give page, line numbers) relevant information can be found. If any of the following are not explicitly covered in the proposal, address them in a supplementary statement.

1. What is the purpose of the proposed study?
2. Describe the proposed subject sample. If participants under the age of 18 will take part in your research, indicate the sample's expected age range. If your research involves minors, prisoners, fetuses, pregnant women, or mentally or cognitively disabled individuals as participants, you must indicate clearly why the use of these participants is scientifically necessary.
3. How will participants be recruited and selected?
4. Briefly describe all research procedures that will apply to human participants. Be sure to indicate:
 - a) approximately how much time each participant is expected to devote to the research.
 - b) how data will be collected and recorded (with or without identifiers? what instruments, materials, or equipment will be used? will audio- or videotapes be employed in data collection?). Attach copies of all written instruments and/or describe any apparatus with which participants will be in direct contact.
 - i) if the research involves the collection or recording of behavior which, if known outside the research could reasonably place the participants at risk of criminal or civil liability or be damaging to the participant's financial standing, employability, or reputation or the collection of information regarding sensitive aspects of the participants' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior), indicate clearly why the collection or recording of such behavior is scientifically necessary and what steps will be taken to preserve participants' anonymity/protect participants' confidentiality.
 - ii) if the research presents more than minimal risk to the participant (where more than minimal risk means that the probability and magnitude of harm or discomfort anticipated in the proposed research is greater than that ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests), you must: a) identify all risks (physical, psychological, financial, social, legal, other) connected with the proposed procedures; b) indicate clearly how such risks to participants are reasonable in relation to anticipated benefits; c) describe procedures designed to protect against or minimize such risks; and d) and assess the likely effectiveness of any such procedures.
 - iii) if the research involves any of the following: covert observation, studies of ethnic and group differences, intervention research, invasion of privacy, aversive (noxious) stimulation, induction of mental or physical stress or deprivation (e.g., food, water, sensory, sleep), invasive procedures (e.g., drugs, blood, samples, surgery), potentially embarrassing situations, or other ethical issues concerning the dignity and welfare of the participants, describe these in detail, indicate why they are scientifically necessary, and describe any steps that will be taken to minimize risk and maximize benefit to the participants.

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- c) methods for obtaining informed consent and assent in the case of minors. For minors, indicate how their assent and the consent of parents or legal guardians will also be obtained. Attach copies of all materials used to obtain informed consent or assent.
- d) methods for preserving confidentiality (including plans for storing/disposing of tapes and other data records at the conclusion of the research).
- e) if deception is to be employed, provide a scientific justification for its use and describe debriefing procedures. If, for any reason, it will not be possible to debrief participants regarding the deception, this must be explained and justified.

5. Describe any relationship between researcher and participants, such as: teacher/student; superintendent/principal/teacher; employer/employee. If such a relationship exists, how will it affect the participant's ability to participate voluntarily and how will the principal investigator handle it?

6. Indicate any benefits that are expected to accrue to participants as a result of their involvement in the research. In the event that participants will be paid, describe all payment arrangements, including how much participants will be paid should they choose to withdraw from the study prior to completion of the research.

7. If the research presents more than minimal risk to participants, discuss benefits to the participants, to science, and/or to society that will result from this work in relationship to those risks. **[NB: You must be able to show that the overall benefits to be gained from the research justify whatever risks participants are asked to take.]**

Albion College Institutional Review Board

Final Check List

Failure to meet these requirements will result in your application being delayed.

Everyone submitting an IRB proposal must complete this checklist and submit it as the
final page of your proposal.

Students must get their faculty advisor to review the proposal and sign off on the list after the student completes it.

Faculty, the committee encourages you to obtain a peer-review of your proposal.

Is there a beginning and ending date for the proposed data collection? Yes ____

Is the issue of using minors as subjects included? Yes ____

Where will collected data be stored? _____

Is a copy of the informed consent form included with this proposal? Yes ____

	Is the IRB requested to waive any informed consent requirement and is this appropriate?
	Is the consent form written at an appropriate reading level for the participants?
	Does informed consent have a statement that the study involves research?
	Explanation of the purpose of the research?
	Expected duration of participation?
	Description of procedures to be followed?
	Identification of any procedures which are experimental?
	Description of any reasonably foreseeable risks or discomforts to subjects?
	Description of any benefits to the subject or to others which may reasonably be expected?
	Disclosure of appropriate alternative procedures, if any?

	Statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained?
	Explanation of any compensation to be given?
	Contact info for answers to questions about research & participant rights?
	Statement that participation is voluntary?
	Statement that refusal to participate will involve no penalty?
	Statement that subject may discontinue participation at any time without penalty?

Is a copy of the research survey included with this proposal? Yes _____

Is a copy of the de-briefing sheet included? Yes _____

Does the de-briefing statement adequately address sensitive information and remind subjects of contact information?
Yes _____

Will the subjects be put in an uncomfortable situation? No _____

IF YES _____ what safeguards are in place? _____

For students:

Is this proposal connected to a FURSCA project? No _____

IF YES _____ please note the FURSCA committee requires IRB approval before they will grant approval.

For faculty:

Are you asking for FDC funding for this project? No _____

IF YES _____ please note you must obtain IRB approval before funds can be relinquished from the college.

Students Signatures required:

Student researcher _____ date _____

Faculty sponsor _____ date _____

For Faculty

Faculty researcher _____ date _____

Co-researcher (if applicable) _____ date _____

Other PI (if applicable) _____ date _____

Protocol for re-submitting, if the committee has questions:

If the IRB committee has questions about your proposal, you will need to answer the questions on a separate sheet and give three hard copies to Schara Swan in Olin 308. Once reviewed and agreement that no further changes are needed, conditional approval will be given. Then you need to re-submit the entire proposal with the new information. The proposal needs to be delivered to Schara Swan, as soon as possible. Once Schara has a clean copy of your re-submitted proposal, the email approval from the chair will be sent and the data collection can begin.