



# IRB Information for Researchers

Helpful Suggestions to Navigate the Non-Course-Based-Research IRB Application

Revised August, 2016

Undergraduate/Graduate Students  
conducting non-exempt research,  
Faculty, and Doctoral Students, will  
complete the Non-Course-Based  
Research Application

**WATCH OUT FOR THESE  
COMMON PITFALLS**

# IRB Training

- ALL participants in the research (student, instructor, advisor, committee members) **MUST** complete the IRB Training and submit the Certificate of Completion to the IRB office, [irb@mobap.edu](mailto:irb@mobap.edu)
- Certificates are valid for two years
- <https://phrp.nihtraining.com/users/login.php>

# General Helpful Hints

- For questions that have a box to check, left double click on the box, and an option will appear to click “checked”.
- Within narratives, reference any appendices such as (Appendix A)

- Page 2 – Information Box
  - Degree = Researcher's highest attained degree (not degree obtaining)
  - PI Title = i.e. doctoral student
  - Faculty Advisor = immediate supervisor of research, instructor, or Committee Chair
  - Protocol Title = working title of research
  - Research Site = include the complete address (street, state, zip)

## Question I (Exempt Category)

- Give the category number (I-6) and respond clearly to EACH item listed under “Information Required for Justification” found after the exempt category descriptions on the following page.
- Clearly label the answers to part A and B.
  - Example: Category 3
  - A)
  - B)

**Question 2** - should be approximately one page in length; cite appendices in narrative

### A) Background

- Summary of the review of literature (chapter 2) establishing the issue exists and has been addressed to some degree

### B) Objectives

- The objective is to answer your research question by...example.

### C) Description of Research Conduct

- Methodology – include the type of research and specific, step-by-step actions

### D) Role of Participants

- Step-by-step outline of the expectations of participants, starting with informed consent

- Question 3 – Number of Participants
  - Don't skip this question – it's easy to overlook
- Question 4 – Data collection
  - If your collection or recording of data is part of a normal classroom routine, or is archival data, answer No.
- Question 5 – Medical Information
  - If you answer Yes, to collecting health information, you MUST explicitly answer #7A.
- Question 6 – Duration of study
  - The entire length of the study including data collection, analysis...up to and including publication
  - Remember – there is no penalty if you finish before the date provided; however, if your study runs long, you will need to file an IRB Extension.



- Question 10 – Participant Recruitment
  - If participants are recruited, printed recruitment material must be cited in narration as an appendix and attached to the application
- Question 11 – Study Population
  - Include complete (possible) demographic data or general population sample
- Question 14A
  - What is YOUR experience *as a researcher*?
- Page 8 – Signature page
  - Researcher signs as the Principal Investigator and initials the statement to keep data for 3 years
  - Committee Chair or Faculty signs as the Dept Chair or Research Advisor
  - Attach as a separate pdf or submit via fax

# Appendices

- Readability level of written communication should be below 8<sup>th</sup> grade, or age appropriate, unless the participant is a professional in the field of study.
- The researcher must attach any and all appendices, including but not limited to,
  - Survey Questions
  - Approved District Consent Letter
  - Informed Consent Letters

# Consent

- The first question on ALL surveys or questionnaires must be “Do you give consent to participate in this survey?” If yes, move onto question 2. If no, stop the survey.
- All consent and district approval letters must provide the contact information for the researcher, Committee Chair, and the Missouri Baptist University IRB Committee Chair, One College Park Drive, St. Louis, MO 63141, 314-434-1115.



# Extensions

- The IRB application approval is for one year from the date noted on the signature page.
- If the researcher needs longer than one year to **COLLECT DATA**, then the researcher must complete the IRB Form for Non-Course-Based Research to file an extension.

# Submission Process

- For the Ed.D. student, the Committee Chair should read, offer suggestions, and approve the IRB application, prior to submission.
- Researcher submits the IRB application electronically to [irb@mobap.edu](mailto:irb@mobap.edu). Researcher can submit hard copies of supplemental materials and signature page to Ed.D. office.
- Expect the IRB application to go through a Screening process in which the researcher will be asked to make revisions. Once tweaked and polished, the application will go to the IRB. Depending upon how quickly revisions are received, expect the process to take 2-4 weeks.

# Approval Process

- Once approved, the researcher will receive a hard copy approval letter and will receive an electronic approval through the Dissertation Committee Chair or Research Advisor.

# Questions?

Contact your committee chair or the IRB office  
[irb@mobap.edu](mailto:irb@mobap.edu) or 314-392-2335

