



# IRB Information for Faculty & Committee Members

Institutional Review Board  
Missouri Baptist University

Revised December, 2013





# WHAT IS THE IRB?

## WHAT PURPOSE DOES IT SERVE?

The MBU Institutional Review Board (IRB) is responsible for ensuring that all research conducted at MBU meets the ethical standards required by these government regulations. IRB approval is needed before a researcher collects any data, including pilot data.

# IRB Information Location

- <http://www.mobap.edu/student-life/institutional-review-board/>
- Guidelines, Flowcharts, Applications, Example Consent Forms, and IRB Training link found on this page

# IRB Training

- <http://phrp.nihtraining.com/users/login.php>
- ALL faculty teaching research courses, faculty/students conducting research, and doctoral research study committee members **MUST** complete the training and have on file with the IRB a copy of the Certificate of Completion. Certificates are valid for two years.
- Submit certificates to IRB, c/o Ed.D. Office, Main Campus; [irb@mobap.edu](mailto:irb@mobap.edu) or fax: 314-744-7654, Attn: Heather



# ETHICS

For information and details, refer to the American Psychological Association's Principles of Psychologists and Code of Conduct [http://www.apa.org/ethics/code/index.aspx#10\\_01](http://www.apa.org/ethics/code/index.aspx#10_01)



# IRB GUIDELINES

- <http://www.mobap.edu/student-life/institutional-review-board/>

- Outlines policies and procedures for Course-Based and Non-Course Based Research



# **COURSE-BASED RESEARCH**



## Process: Course-Based Research

- Students complete the IRB Form for Course-Based Research Projects and submit to faculty. Include all appendices, informed consent form.
- Faculty approves study\*\* and submits all copies to file with the IRB office (c/o Ed.D. office, main campus).
- Faculty does not approve the study. Student then completes the IRB Form for Non-Course-Based Research application and is submitted for full IRB approval.
- \*\*See RED FLAGS on the next slide.





## **RED FLAGS**

For the course-based  
research instructor

# Watch for...

- Studies, which include participants under the age of 18, that are not observations of normal activities or on-the-shelf data.
- Surveys that are not anonymous.
- Sports Medicine – participants under the age of 18. Consent forms must be completed.
- Research that clearly falls under an EXEMPT category should be fine. If you, the instructor, have any questions, submit them to the IRB.

# Submission Procedures: Course-Based Research

- Instructor submits approved course-based research application and IRB training certificates of completion to the IRB office (c/o Ed.D. office, Main Campus)



 **NON-COURSE BASED  
RESEARCH**

**INCLUDING DOCTORAL  
DISSERTATIONS**

# Process: Non-Course-Based Research

- Primarily, this is for dissertations and any faculty conducting research
- 2 types of approval – Exempt and Non-Exempt

# Application Process: Non-Course-Based Research

- Researcher submits electronic application to [irb@mobap.edu](mailto:irb@mobap.edu) and submits hard copy of the signature page and any supplemental materials.
- Application will go through a Revision/Tweaking/Polishing process before submission to the IRB.

# Application Process Continued: Non-Course-Based Research

- One of three decisions rendered:
  - Full approval
  - Contingent Approval – researcher responds to contingencies
  - Disapproval
- Correspondence is prepared and sent to the researcher



# COMMON PITFALLS TO THE NON-COURSE- BASED RESEARCH IRB APPLICATION



# Non-Course-Based Research Application

- Page 2 – Information Box
  - Degree = researcher’s highest attained degree
  - PI Title = i.e. doctoral student
  - Protocol Title = working title of research
- Question 1 (Exempt Category)
  - Give the category number (1-6) and respond clearly to EACH item listed under “Information Required for Justification” found after the exempt category descriptions on the following page.

# Non-Course Based Research Application

- Question 2 - should be approximately one page in length
  - 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

# Non-Course-Based Research Application

- Question 3 – Number of Participants
  - Don't skip – 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

# Non-Course-Based Research Application

- Question 10 – Participant Recruitment
  - If participants are recruited, printed recruitment material must be included as an appendix to the application
- Question 11 – Study Population
  - Include complete (or possible) demographic data
- Question 14A
  - What is the 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

# 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
  - District Approval 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: Non-Course-Based Research

- For the Ed.D. student, the Committee Chair and members should read, offer suggestions, and approve the proposal and IRB application, prior to submission.
- Researcher submits the IRB application electronically (Word format) to [irb@mobap.edu](mailto:irb@mobap.edu). Researcher submits 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: Non-Course-Based Research

- After submission and approval from the IRB, the researcher will receive a hard copy approval letter in the mail as well as an electronic approval via the committee chair or research advisor.

# QUESTIONS?

Contact [irb@mobap.edu](mailto:irb@mobap.edu)

314-392-2335