IRB Information for Researchers

Common Pitfalls to the Non-Course-Based Research
IRB Application

Revised December, 2013
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.
• 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.
• **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
• 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
• **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 demographic data

• **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 8th 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

• 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 proposal and IRB application electronically to 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 Pre-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 or 314-392-2335