

Student Research Checklist for Submitting IRB form

As you prepare your research for IRB review, you should be working closely with your faculty sponsor. In general, your faculty sponsor will help ensure your applications are complete, and your sponsor will be the person who communicates with the administrators and campus research review board members who oversee the review process.

The first step to getting your research approved is to ensure that the the research is exempt. The categories of exempt are given on the IRB application, Section VIII. Human Subjects Research Protection Exemption Categories. Or, use this [flowchart \(Chart 2\)](#) from the Department of Health and Human Services. If you are still unclear whether your research is exempt, please consult with your faculty sponsor. Your faculty sponsor will be able to inform you directly, or can contact the research review committee on your behalf. (On rare occasions, the IRB may determine that research has a higher level of risk, which may require a different procedure than the one listed here, but your faculty advisor will let you know.)

The application form for students is available on the website. For the application to be complete, the following items must be completed.

- Check the **student research under faculty direction** box if the project is going to be shared with people outside of the class, such as a college conference (e.g., honors conference; undergraduate research conference), or any other venue (e.g., national or regional associations or district activities).
- Check the **student class project under faculty direction** box if the project and its data are only shared within the class that the project is assigned in.
- Subjects Research Project/Study Checklist should have explanation after the checked off item.
- Human Subjects Research Protection Exemption Categories should have a box checked off with an explanation.
- If the original data has information that will identify individuals, the faculty member is responsible for securing the data. The faculty member must mention that the original data collected from individuals is stored for 3 years and must indicate how it will be protected (e.g., password protected computer or lock and key). And mention that paper sources will be shredded when disposed of.
- **Section 6. Risks to Participants** should always mention that there is at least minimal risk. (And risks outlined in this section, should match risks mentioned in consent form.)

A completed Application for Human Subjects Research Projects.

- Signed by the Principal Investigator (and Co-Investigator, if needed). These will be student researchers

- Signed by the Faculty Sponsor or Project Director
- Signed by the College Vice President of Academic Affairs or Designee

Include all attachments that apply to the proposal.

- Certificate of Completion for “Protecting Human Research Participants” course
- Copies of all questionnaires or instruments
- Copies of all consent forms
- All other relevant documents

Consent forms must include the following information.

- *Purpose of the study.*
- At least minimal risk should always be mentioned (e.g., participation does not involve any more risk than any ordinary everyday activity.)
- “Your participation is completely voluntary, and you have the right to withdraw from the study at any time.”
- “If you decide not to participate or withdraw from the study there will be no penalties.”
- All official contact information, including the Principal Investigator (for students, this should be their official Maricopa Community College email address only). No phone number is needed), the Faculty Sponsor or Project Director (This should include both an office phone number and an official Maricopa Community College email address), and the District IRB office (this should include both a phone number, 480-731-8701, and this email address, irb_office@domail.maricopa.edu).

Please note, your application is a professional document and is a reflection of you as a researcher.

- Documents need to be spell-checked
- Researchers need to provide answers to the IRB application that fit their particular project. Researchers also need a consent form that fits the research project.
- Copying or pasting from other projects may create forms that are not appropriate for a particular project.

After IRB form is completed:

- The form with all signatures and attachments, is submitted to the Vice President of Learning (VPL), to determine if the study is appropriate to the mission of the college. To be considered for approval the form must include
 - The complete IRB application.

- Signatures of all student researchers and the sponsoring faculty.
- NIH Ethics Training Certificate for all student researchers.
- Copies of the materials to be used in the study (e.g., surveys)
- A complete consent form with contact information for researchers and the district IRB.

In general, these forms will be submitted to the VPL by your faculty sponsor. If the VPL has any questions, requests changes, or needs extra materials to complete the application, these are communicated to your faculty sponsor, who will pass the information on to you.

- After the VPL has approved the study, your faculty sponsor will submit the forms to one of the IRB co-chairs, who will then send the documents out for review
- The review may take up to two weeks from approval by the VPL.
- If the review committee has questions, requires updates, or needs further information, this will be communicated to your faculty sponsor, who will help guide you through what is needed.
- Your faculty sponsor will be informed if the study is approved.

Note: The committee highly recommends proposing student research that can be done on campus. If a research proposal includes data collection at an off-campus site, please have your faculty sponsor consult with a member of the Campus Research Review Committee before writing it up to see whether the project is appropriate.