Tips for IRB Applications

- If you are using living human subjects and plan to publish or present your findings for anything outside of a course, you MUST get approval from the IRB.

The Process:

- Complete CITI training through myBama's "Research tab" (left column)
- Print certificate to PDF
- E-mail rscompliance@fa.ua.edu with your name, status (student, faculty, staff), Dept., Box, Phone #, and primary e-mail address to request an e-protocol account. Attach your CITI certificate to this e-mail.
- Use the e-protocol system to complete your application. Do not submit without Signature Assurance Statement.
- Initial comments will be returned with 7-10 business days. A letter or individual response to each item should be included when you resubmit your revised application.
- The application will be forwarded to an IRB member for review. More comments may be returned before it is approved. A letter or individual response to each comment should be included when you resubmit.
- If you have questions or concerns, contact the Office for Research Compliance – your reviewer is anonymous but ORC can speak to the reviewer on your behalf.
- You cannot recruit until IRB approval is obtained.

After Approval:

- You must renew your protocol every 12 months. If you fail to renew, you cannot use any data you have collected and you cannot recruit any more participants.
- You must submit a revision request if you make any significant changes to your study.
- You must notify IRB ASAP if an adverse event occurs during your study.
- Once your data collection is complete and your data is de-identified you should file a study closure. You can continue to use the de-identified data without renewing every year.
- Failure to follow these rules may result in an IRB investigation, which can revoke your research privileges at the University.

General information the IRB is looking for:

- Detailed methodology – write it as if someone else must conduct your study.
- How much time a participant will spend and the duration of your study (i.e., 6 months).
- The number of participants you plan to recruit, who they are, and how they will be identified for your research.
- Advertisements of any kind inviting participants to take your study.
- Potential risks/benefits *(money and course credit are not considered benefits)*
- How you will protect privacy and confidentiality

Attachments you MUST include:

- An information sheet/consent form
- Any advertisements (in-class presentation, e-mail, flyer, participant pool post)
- Any instruments (including surveys, stimulus materials, interview scripts, etc.)
- Signature of Assurance form signed by you, your faculty advisor, and the ICIR
- Forms (as applicable to your specific study):
  - Waivers related to consent/assent
  - Child Research Form

Consent/Assent Forms/Information Sheets:

Fully informed consent requires (at minimum):

- Title of the study
- Researchers (including your faculty mentor)
- A layman's description of the study goals
- A description of what the participants will be asked to do
- The amount of time a participant will spend
- Potential risks and benefits
- IRB statement included at the bottom of every template
- A SIGNATURE
- *If you will be A/V recording you must have a separate line for the participant to check or sign.

Waivers:
Waivers are requests to waive a certain element of consent, such as:

- Written signature (for online or long-distance studies)
- Deception/concealment of a study's true purpose or what participants will do in the study
- Parental consent/child assent (you should not need this unless you are working in schools)
- Waiver requests should be completed on the appropriate template form. You must justify the request; inconvenience to the researcher is not considered a suitable justification.

Participant Pool Information:
Advertisements
Your participant pool advertisement should match the form you will complete in Sona. It does not look like a paragraph or e-mail, there are specific fields that need to be addressed. In-class presentations are at the discretion of participant pool instructors but sign up MUST be done through the Sona website (not in the classroom).

Online Surveys
For all Qualtrics surveys, turn off any IP/browser/location data UNLESS it is required for your study. See Qualtrics site for more information.

Through Qualtrics and the participant pool:
Following the directions to link Qualtrics to Sona, you will be collecting data using randomly assigned IDs. Sona will pass the ID to Qualtrics, Qualtrics will pass the ID back to Sona once the study is complete. Only the pool administrator has access to the names and corresponding codes.

Through Qualtrics and mTurk:
You will receive a random ID from mTurk to use for checking duplicates or ensuring surveys were completed. You will provide participants with a random code at the final page of your study. They will use that code to collect their payment.

All Other Study Types
If you meet your participants in person, you must have a way to record their unique Sona ID. They can look this up under their profile information on Sona. You cannot use CWIDs, e-mail addresses, first/last names or any other information to grant credit through Sona. A description of how you will collect this information and how it will be protected should be included in your IRB application.

For additional information, please see: http://ovpred.ua.edu/research-compliance/institutional-review-board-irb/