

Charge of the IRB

Upon receipt of the approved Methodology from the Chair of the Dissertation/Project Committee, the IRB will review the proposed methods of study. The IRB will determine if the following criteria have been met:

- 1) All risks to the subjects should be minimized. The IRB will want to assure that the student's study will not expose participants to undue physical or psychological harm. As a general rule the risk involved in participating in a study should not be greater than the risks of normal day-to-day living.
- 2) The risks to the subjects are reasonable in relation to anticipated benefits and the importance of knowledge that may reasonably be expected to results from the study. In cases where the nature of the study involves creating a small amount of psychological discomfort, participants should know ahead of time, and any necessary debriefing should follow immediately after their participation.
- 3) Informed consent is obtained from each prospective subject. Participants should be told the nature of the study to be conducted and are to be given the choice of either participating or not participating. In addition, participants should be told if they agree to participate they have the right to withdraw from the study at any time. All participants involved in the study are required to sign an Informed Consent form unless it is an anonymous electronic survey (such as through Survey Monkey) where consent is inferred through the completion of the survey to protect anonymity. The Informed Consent form contains the following information (even for anonymous electronic surveys):
 - A brief description of the nature of the study.
 - A description of what participation will involve in terms of activities and duration.
 - A statement indicating that participation is voluntary and can be terminated at any time without penalty.
 - A list of any potential risks and/or discomfort that participants may encounter.
 - The guarantee that all responses will remain confidential and anonymous.
 - An explanation as to how recorded will be secured, that data will be secured for at least 3 years, and then how it will be disposed of while maintaining confidentiality at that time.
 - The researcher's name, and contact information.
 - An individual or office that participants can contact should they have questions or concerns about the study.
 - An offer to provide detailed information about the study (e.g. a summary of findings) upon completion.
 - A place for the participant to sign and date the letter, indicating agreement to participate (except for anonymous electronic surveys). If children are involved in the study, their parent(s) or guardian(s) must sign and date the letter in their behalf. Signed parental consent forms are always required for all studies involving minors.

4) There are adequate provisions to protect the privacy of subjects and confidentiality of data. Under no circumstance should a study report, either orally or in writing, be presented in such a way that others become aware of how a particular participant has responded or behaved in the study (unless, of course, the participant has specifically granted written permission for disclosure).

Authority of the IRB

If the proposed research study is approved without modification, the Chair of the Dissertation/Project Committee will notify you that research can begin immediately. If the committee requires additional information or modifications to the proposed methods of study, the research cannot begin until the changes are made and the methodology meets IRB requirements. The IRB may postpone review of the methodology if substantial revisions are required. If a project is disapproved, the Chair of the Dissertation/Project Committee will be notified in writing of the reasons for rejection.

The IRB has authority to suspend or terminate research that is not being conducted in accordance with IRB decisions, conclusions, or requirements, or that has resulted in unexpected serious harm to participants. In addition, if the study methodology or survey questions are changed, after IRB approval, the revised design is subject to review by the IRB. The decision as to whether the revised methodology has to be reviewed by the IRB will be made by the Chair of the Dissertation/Project Committee based on the nature of the revision and the potential harm to participants or to the University