

How to Use this Guide

The *IRB Quick Reference Guide for Graduate Students* provides basic information on how to navigate the IRB process.



FREQUENTLY ASKED QUESTIONS

Q: Is my project human subjects' research?

A: It is if it involves intervening or interacting with a living individual to obtain private personally identifiable data or the analysis of existing private identifiable data for the purposes of generating generalizable knowledge. To help you determine if your study requires IRB review, please complete the HRPP Initial Review Questionnaire found at: <https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx>

Q: I think my project is exempt. Do I have to submit my proposal to the IRB?

A: Yes, all human subjects' research requires review.

Q: How do I know the review level required for my study?

A: By completing the HRPP Initial Review Questionnaire found at: <https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx>

Q: How long does IRB review take?

A: It depends on the review level and how quickly you respond to the IRB's request for further information.

Know Your Responsibilities as Student PI

- ⇒ Review the SDSU Human Protection Program (HRPP) Standards and Practices found at: [https://newscenter.sdsu.edu/researchaffairs/files/05042-Human Research Protection Program 09-04-15 Approved 09-22-15.pdf](https://newscenter.sdsu.edu/researchaffairs/files/05042-Human%20Research%20Protection%20Program%2009-04-15%20Approved%2009-22-15.pdf) as you are responsible for knowing and adhering to the information within the HRPP Standards and Practices.
 - ⇒ Ensure the description of the proposed study in the IRB application is accurate and complete prior to IRB submission.
 - ⇒ Include all supporting documents with your IRB submission
 - ⇒ Include the HRPP Initial Review Questionnaire with your IRB submission
 - ⇒ Obtain IRB approval before to initiating *any* human subjects research activities
 - ⇒ Submit Reports of Progress to the IRB for continuing review as indicated in IRB correspondence sent to you
- ⇒ Inform the IRB *immediately* of any information that may materially alter the risk/benefit ratio
 - ⇒ Fulfill the human subjects' education requirement by completing and passing CITI Human Subjects training accessed at www.citiprogram.org
 - ⇒ Meet with your Faculty Advisor on a regular basis in order to monitor study progress
 - ⇒ Arrange for the Co-PI to direct the research in the event you are unable to direct the research personally (e.g. vacation)
 - ⇒ Submit any modifications to your study for IRB review and approval *prior* to initiating any changes in the approved research plan
Visit our WEBSITE (<https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx>?) for further information

Meet the Deadline!

For research requiring full-board review, COMPLETE, applications must be submitted by 11:59 p.m. on the deadline date. Incomplete submissions will not be included on an IRB agenda for review. See the HRPP website for more information.

For Information on the e-IRB submission system go to the HRPP Website at:

<https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx>

Remember:

- Know the code of ethics for your academic discipline as well as the ethical principles outlined in the Belmont Report.
- Formalize your thesis committee.
- Review the HRPP Standards and Practices prior to designing your study and writing your protocol.
- Obtain unconditional IRB approval *prior* to conducting any human subjects' research
- Contact the HRPP office for assistance with any questions

Enrollment in 799A

If you have been advanced to candidacy and you have an officially appointed thesis committee, you are permitted to enroll in 799A *after* obtaining IRB Approval.

Plan ahead! The IRB review process may require 3-5 weeks depending on the nature of your research and the IRB review level.

**Human Research
Protection Program
Division of Research
Affairs**

Contact us!

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IRB
*Quick
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**Graduate
Students**



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