IRB NEWSLETTER – August 2016

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The Early Bird Gets the Worm

Minimal risk protocols eligible for exemption or expedited review are processed on a rolling basis, and review times are about 21 days. Greater than minimal risk research requires review by the full board and usually takes longer. On average, applications reviewed at full board require 2 cycles to be approved. The schedule for full board meetings and submission deadlines can be found at https://www.cmich.edu/office_provost/ORGS/ComplianceandResearchIntegrity/InstitutionalReviewBoard/Pages/IRB-Committee-Meeting-Dates.aspx.

Students planning thesis or dissertation research are encouraged to submit applications to the IRB at least one semester prior to the anticipated start of data collection.

Sponsored Research

Whether seeking internal or external funding for your research, you will want to review the sponsor’s guidelines and timeline for obtaining appropriate compliance review and approval for the release of funds. Please allow adequate time for review and approval.

Timing is Everything

Specific times in the academic calendar are especially busy, and investigators should keep them in mind when planning submissions to the IRB. These times include the days leading up to finals week, holidays and university closures.
How to Avoid Delays

1. Use the most recent versions of the application forms and templates for every new submission. You can download them from the Forms and Templates tab within IRBNet.
2. Only faculty can be listed as PI on applications and within the IRBNet system itself.
3. All research team members should be provided access to the submission materials through the “Share” key within IRBNet and all members must provide electronic signatures. The IRB office will not process applications that have not been signed.
4. Keep your human subject training current. Once completed, it is valid for 3 years.
5. Provide enough details in your application to walk the reviewer through every step of your research.
6. Upload appropriate supporting documents with the application, e.g., recruitment materials; consent/assent forms; permission letters; data collection instruments; CITI certification for all research team members.
7. Respond to IRB inquiries or stipulations in a timely manner. Keep an eye on your email for updates sent to you though the IRBNet system.
8. Student investigators need to keep faculty advisors informed when submitting a package on behalf of a team. Utilize the “mail” feature within the IRBNet system to communicate.
9. We are here to help. If you are unsure of what is required, call the IRB office at extension 6401 for assistance.

Research That May Require Additional Review Time

Some research may require additional time for approval due to regulatory or institutional requirements that must be met. For example:

- Studies utilizing bone densitometry (DEXA). These studies must be reviewed at the full board after being reviewed by a physician to comply with state radiation safety regulations. Researchers intending to use DEXA must be current in appropriate CMU Lab Safety training.
- Research involving vulnerable populations may require additional review by outside consultants.
- Research proposing to involve specific CMU or local community populations as research subjects may be subject to additional institutional review processes.
- Investigators intending to conduct research in a foreign country may need to:
  - Seek approval from an appropriate regulatory authority in the other country prior to final approval by the CMU IRB.
  - Assist the IRB staff in arranging for local context review, externally if this cannot be accomplished within CMU.
  - Provide translations of essential documents such as consent forms.

Best wishes for a successful year!