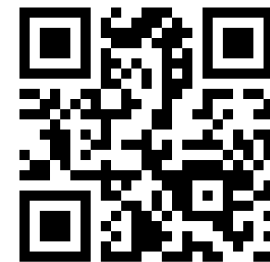




IRB: Tips for Success!

Alex Edmonds, PhD; Jennifer Reeves, PhD;
& Ashley Russom, EdD



What is IRB?

- Institutional Review Board (IRB)
- IRB ensures
 - ethical and safe research is conducted at NSU.
 - federal regulations protecting human subjects are followed.
 - the rights of subjects are protected.
 - informed consent is given.
 - research does not place subjects at unreasonable risk.

FCE IRB Representatives

- **Dr Ashley Russom (Lead FCE IRB Representative):**
russom@nova.edu
- Dr Tom Kennedy: ktom@nova.edu
- Dr Silvia Orta: ortas@nova.edu
- Dr Jennifer Reeves: jennreev@nova.edu
- Dr Nydia Cummings: cnydia@nova.edu
- Dr Elda Veloso: veloso@nova.edu
- Dr David Ross: daviross@nova.edu
- Dr Alex Edmonds: edmonds@nova.edu
- Dr Khrystyna Bednarchyk: khrybed@nova.edu
- Dr Jared Bucker: jared@nova.edu

Helpful Tips: Early On!!

- Early on in the dissertation process:
 - **Student should communicate with the study site regarding the research project AND the process for securing approval** in the dissertation process and communicate that process to the chair via ADRIANA.
 - Consider the population you will be working with (especially in terms of vulnerable populations)
 - What are vulnerable populations? Individuals who require special consideration or extra protection
 - Pregnant women
 - Children and minorities
 - Prisoners
 - Cognitively impaired or physically ill
 - Consider the consenting and assenting procedures!
 - Be aware that local sites can take up to 3 months for review and approval so please be sure to include this in your timeline

Helpful Tips: Site Approval!

- For the IRB submission, the student must upload a signed administrative letter giving permission to conduct their study at the study site
 - If the site requires our IRB approval first, documentation must be uploaded to support this (e.g., email, letter, or application stating as such)!
 - Please note that NSU IRB approval does not guarantee approval from your study site!
- **Please contact one of the FCE IRB Representatives with ANY questions or concerns!!!** Please **do not** contact main campus as we have slightly different procedures.

Helpful Tips: CITI Certification!

- CITI certification is required for ALL students conducting research at NSU
- CITI certification is valid for 3 years, after which you must complete the refresher course
- The CITI certificate must be valid for the length of the student's study.
- If your CITI certification is set to expire within 3 months you **MUST** go ahead and complete the refresher course before your IRB documents can be reviewed.
- <http://www.citiprogram.org/>

Helpful Tips: Consent Forms!

- Specific forms for specific situations:
 - Archival, de-identified data (ONLY) – no consent form needed
 - Anonymous survey (ONLY) – Participation Letter
 - Adults actively involved in research – consent form
 - Children actively involved in research – parent consent form AND child assent form
 - Parental consent MUST be secured FIRST and must give them 24 hours to decide
 - Student is consented 2nd, but student still has right to decline
- At all times, participation in a research study is VOLUNTARY!!!
 - Participants can withdraw from the study AT ANY TIME!
- Students should NOT approach any subjects until they have IRB approval!!

Helpful Tips: New IRB Submissions!

ADRIANA

- FCE's dissertation tracking system
- Upon approval of your Proposal, you will upload your approved Proposal into the IRB progress section of ADRIANA.

IRB Manager

- NSU's electronic IRB submission system
- All IRB documents are submitted through IRB Manager with the exception of the Proposal
 - Note: Spanish-speaking students will continue to submit “paper” submissions via ADRIANA
- IRB Manager: <https://nova.my.irbmanager.com/>
- IRB Manager Instructions: <http://www.nova.edu/irb/irbmanager/index.html>

Helpful Tips: IRB Manager!

- Be sure to complete the Researchers Qualification Form before beginning a New Protocol Submission xForm.
- Student MUST add the chair as a collaborator who can EDIT the IRB Manager form
- Chair is the co-investigator of the study AND the faculty advisor (but they only need to be added once as the faculty advisor)
- Be sure to upload scripts for any recruitment letters, emails, reminder emails, phone calls, etc.
- Be sure the information is consistent throughout IRB Manager and all documentation!

IRB Dissertation Café!!

- Every Tuesday 7-10pm EST
- Ashley Russom (or another IRB Rep) is available for individual questions and assistance!
- You are welcome to attend alone or WITH your dissertation chair!
- Come with questions or log in and work on your IRB documents while someone is there to assist with any questions or concerns
- <https://attendee.gototraining.com/r/3417585978383223554>

Resources

- IRB Manager: <https://nova.my.irbmanager.com/>
- IRB Manager Instructions: <http://www.nova.edu/irb/irbmanager/index.html>
- FCE IRB Web page: <http://education.nova.edu/applied-research/irb-resources.html>
- Sample Documentation and Templates for consent forms, participation letters, and administration letters): <http://education.nova.edu/applied-research/irb-resources.html>
- NSU IRB Web page: <http://www.nova.edu/irb/>
- CITI Course: www.citiprogram.org

Questions?

- Dr Ashley Russom: russom@nova.edu
- Dr Jennifer Reeves: jennreev@nova.edu
- Alex Edmonds: edmonds@nova.edu



<http://bit.ly/29CKKXV>

