Decision Tree: A Guide to IRB Review Procedures

PRE-REVIEW ASSESSMENT OF HUMAN SUBJECTS RESEARCH PROJECT - Does it need to be reviewed by the IRB?

DOES THIS PROJECT RECEIVE OUTSIDE FUNDING?

YES → Researchers must complete Form 20 – Request for Review of Research Project and email to Provost@messiah.edu for review.

NO → Has this project been approved by an IRB from another institution?

YES → Complete Form 40 and forward to IRB for filing/information only.

NO → Is this an EDUCATOR/ STAFF project? / Is this a STUDENT project?

YES → Researchers must complete Form 20 – Request for Review of Research Project and email to Provost@messiah.edu for review.

YES → Is this project strictly a classroom assignment, meaning that the intent of the project is solely academic learning and that there is no expectation that these research data will be shared outside of the classroom? ***AND***
Can you assure us that this project is NOT an independent research project for honors, senior capstone, dir/indep study, international research, involves subjects' physical exertion or physical specimens (e.g., finger sticks), involves deception, or will use Messiah mass email to recruit human subjects or collect survey data?

NO → Researchers must complete Form 20 – Request for Review of Research Project and email to Provost@messiah.edu for review.

YES → The faculty/staff advisor must complete Form 55 – Faculty Report on Classroom Projects and email to Provost@messiah.edu for filing/information only.

For more detailed information, refer to the *Procedure for Review of Research Projects* document found on MCSquare.

INITIAL IRB REVIEW PROCEDURES

IRB Chair/Member determines whether the research can be classified as exempt, qualifies for expedited review; or must be reviewed by the full IRB at a convened meeting (per 45 CFR 46).

EXEMPT REVIEW

Allow one week
The IRB Chair/Member:
- Completes the paperwork
- Notifies the researcher of the exemption
- Notifies IRB Committee at the next meeting

EXPEDITED REVIEW

Allow two weeks
The IRB Chair/Member:
- Performs the review
- Notifies IRB Committee at the next meeting

FULL REVIEW

Allow 30 days
The IRB Committee:
- Performs the review

Upon IRB approval, notification is sent to researcher. If federally funded, information is also sent to appropriate agency and to the Provost.

† **Minimal risk** means that the risk of harm to the subject from participating in the research is no greater than the risk encountered in normal day-to-day activities or during routine physical or psychological examinations.

PROJECT CLOSURE (Form T-050) OR RENEWAL (Form 300) PROCEDURES

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