

1. What do I have to do to obtain IRB approval?

To get IRB approval for your project, you need to complete and submit an IRB application. Everything that you will need to submit the IRB application appears in a checklist on the IRB website

<http://www2.wou.edu:7777/pls/wou2/irbapp.irbapp.packetchecklist>

Your complete IRB application must include

- a. Certificate of successful completion of National Institute of Health (NIH) course *Protecting Human Research Participants*. This course may be accessed through the following link

<http://phrp.nihtraining.com/users/login.php>

Certificates of NIH training must be provided for **every individual listed on the IRB application (including faculty sponsors)**. Check with your faculty sponsor to see if he or she has an NIH certificate already on file with the IRB. If not, your application must include an NIH certificate for your faculty sponsor.

- b. A completed and signed WOU IRB Proposal Application.

<https://www2.wou.edu/pls/wou2/irbapp.irbapp.login>

Please attend to detail and provide complete information when filling out this application. Signatures are required for all members listed on the IRB application (including faculty sponsor).

- c. Provide documentation of consent procedures which includes one or more of the following:

- Written Consent Form, or
- Verbal Consent Script, or
- Letter indicating why consent is not needed

Sample consent forms appear at the IRB website packet checklist noted above

- d. Any survey instruments or questionnaires to be used

- e. A detailed list of interview questions and/or topics.

2. Must I submit extra copies of my IRB application and supporting materials?

When submitting your application and materials, please remember that for:

- **Exempt and Expedited Protocols**, the signed original and 2 copies must be submitted
- **Full Board Protocols** the signed original and 7 copies must be submitted

The original must be single-sided and not stapled. Copies may be stapled and double-sided.

3. OK. I've got copies of my IRB application and supporting materials ready to go. What do I do now?

You may submit the completed application and its accompanying copies to any current WOU IRB member. For a list of current IRB members see the packet checklist address listed above.

4. How long does it take to get my project approved?

Most IRB applications can be reviewed and approved within 10 working days once they are received by an IRB member. However, if a proposal is incomplete, or if revisions are required, approval will take longer. Projects that require a full board review (i.e., they have the potential for high risks to participants), are reviewed at the next arranged meeting of the IRB, usually within 4 weeks of receipt. For all proposals extra time may be required during summer and holidays.

5. Can the IRB give approval once data collection has begun?

No, the IRB is unable to provide approval of a research project after data collection has begun. As a result, it is essential that researchers receive IRB approval in advance if it is possible that their work may contribute to generalizable knowledge or they may at some point desire to present their findings outside of the institutional setting (e.g., at a conference, via publication, on the World Wide Web).