

Top Ten Tips
When Doing
IRB Applications
at the
University of
Tennessee at
Chattanooga

IRB



at UTC



M. D. Roblyer, Lindsay Pardue, and Karen Payne
February 21, 2009 Workshop

Tip #10



Don't sweat signatures (but get approvals)!

Although there is a space for signatures at the bottom of forms, you need only **type** the names. Technically, typed names are NOT electronic signatures, but since emailed applications can be matched to sender(s), typed signatures are okay **IF** all have approved the application!

**I
R
B**

STOP

Back

Next

Tip #9



Send IRB applications via email!

All IRB applications at UTC are submitted electronically. That means they **MUST** be emailed to the following listserv address:

instrb@utc.edu

DO NOT send any hard copies!



Back

Next

**I
R
B**

Tip #8



Typos, Missing Parts, & Errors, Oh No!

Review your application to minimize typos, spelling errors, formatting errors, incomplete or missing sections, etc. Applications that are difficult to follow prevent reviewers from evaluating the application quickly and fairly.

**I
R
B**

STOP

Back

Next

I
R
B

Tip #7



Anonymous vs. Confidential!

Don't confuse these two terms:

- Anonymous** means the identity of the persons giving responses is unknown.
- Confidential** means that participants who gave responses are known, but that information will be kept secret and protected.

STOP

Back

Next

**I
R
B**

Tip #6



Research Site Approval!

Be sure to include a letter or memo of permission from the organization(s) where the research will take place. It should be signed and on official stationery.

STOP

Back

Next

Tip #5



Give us the facts!

Be sure to tell **WHY** the study is being done, as well as **HOW** it will be carried out. Reviewers need complete information on how participants were selected, notified of their rights, and supplied their informed consent.

**I
R
B**

STOP

Back

Next

**I
R
B**

Tip #4



Research Instruments!

Be sure to submit all instruments you will be using to gather data and carry out your research. Send a copy of all survey instruments, interview questions, or tests you will use to gather data.

STOP

Back

Next

Tip #3



Send informed consent forms!

Be sure to send your informed consent form letter(s) along with IRB application Form A or B. Use consent forms on the UTC IRB website as models. Remember that you **ALWAYS** need to inform subjects, though you **DON'T ALWAYS** need their signatures.

**I
R
B**

STOP

Back

Next

Tip #2



Use Form A (exempt) ONLY when:!

- Subject participants will be 18 or older,
- Recorded data are anonymous, AND
- The study will use educational tests, surveys, interview, observations of public behavior , or collections of publicly-available data.

**I
R
B**

STOP

Back

Next

Tip #1



Start project only AFTER IRB approval!

Start dates listed on your IRB Form A or B should leave at least **two weeks** for IRB review. It usually takes less time than that for initial review, but reviewers **MAY** request revisions. After you revise an application, it may need to be reviewed again, depending on changes.

**I
R
B**

STOP

Back