



ARGOSY UNIVERSITY.

Argosy University's Institutional Review Process

**Guidelines and Information
for
Faculty, Research Supervisors and Committee Chairs**



What Is The Institutional Review Board?

- ❖ Reviews all research done at Argosy, including student, faculty, classroom and campus research.
- ❖ Protects the welfare and rights of research subjects.
- ❖ Is required by title 45.46 of the Code of Federal Regulations (CFR).
- ❖ Is informed by the Belmont Report.
- ❖ Is regulated by the Office for Human Protection (OHRP).



Does the IRB Approve Research?

- ❖ IRB does not approve research.
- ❖ IRB certifies that subjects will be protected in according to an application's stated protocol.
- ❖ Research cannot begin prior to IRB certification.



Certification Matters

- ❖ Data collected prior to certification must be discarded.
- ❖ Data collected prior to certification cannot be part of a student's final, published, project.



Each Member of the Research Team Has a Role to Play

- Student does the preparation, research, writing and publishing.
- Research Supervisor / Committee Chair guides the student in these tasks.
- IRB ensures that the rights and welfare of the student's research subjects are protected at each stage of the project.



Research Supervisor's IRB Tools

In order to successfully guide the student, a research supervisor or committee chair needs specific tools:

- Citi Training
- Argosy's Institutional Review Board Handbook
- Appropriate Forms
- Application Packet Checklist
- Informational Resources



First Step is Citi Training

- ❖ Self-paced & web-based tutorial
- ❖ Required of all graduate faculty
- ❖ Modules are specific to faculty needs
- ❖ Additional modules available for additional areas of interest (children, prisoners, etc.)
- ❖ Citi Training can potentially provide CMEs



Citi Training is Provided Free of Charge

- ❖ Argosy has an institutional account.
- ❖ Go to citiprogram.org and click on “New Users Register Here”
- ❖ Select Argosy as your affiliation.
- ❖ Complete the provided modules.
- ❖ Print out certificate of completion.



The IRB Handbook

- ❖ Argosy's IRB handbook can be found on the shared drive under Institutional Research
- ❖ Contains full information for application including forms, checklists and supporting documents
- ❖ Provides a short overview specific to faculty obligations.
- ❖ Offers editable versions of IRB forms.



Research Chair IRB Application Process

1. Complete Faculty Citi training and print out completion certificate.
2. Provide student with information, forms and Citi account information & help student determine level of application.
3. Review student's application.
4. Use appropriate checklist to ensure application package is complete.
5. Ensure copy of student and faculty Citi training completion forms are included in application.
6. Ensure conflict of interest form is included.
7. Review consent form for required elements.
8. Review confidentiality plan and assessment of risk.
9. Sign form and forward to IRB for review.



Waiting for Response and Certification

- ❖ IRB review generally takes 30 – 60 days.
- ❖ Review may take longer if forms are incomplete.
- ❖ Review may take longer if content is problematic.
- ❖ Faculty receives review and works with student on required changes, corrections or documentation



Review can lead to:

- ❖ Certification – Research can begin.
- ❖ Contingent Certification – Research can begin after minor defects in application are repaired.
- ❖ A designation of “Not Certified” – Research cannot begin, as there are major problems with the application.



Receiving a Designation of “Contingently Certified” or “Not Certified”

- ❖ Faculty works with student to repair defects in the application using information in IRB response letter.
- ❖ Faculty once again ensures that all materials in step three are correct and present.
- ❖ Faculty then signs and resubmits updated application to the IRB.



Expiration of Certification

- ❖ Certification is good for one year.
- ❖ For additional time, student applies for an extension.
- ❖ If there are changes in the student's research protocol, recertification is required.
- ❖ If there are adverse events, IRB must be notified and a form submitted.
- ❖ When the research is completed, a completion form must be filed.



How Can Faculty Locate the IRB?

- ❖ Each campus has an independent Institutional Review Board.
- ❖ Contact your local IRB chair.
- ❖ Contact your campus' Vice President for Academic Affairs for IRB contact information.

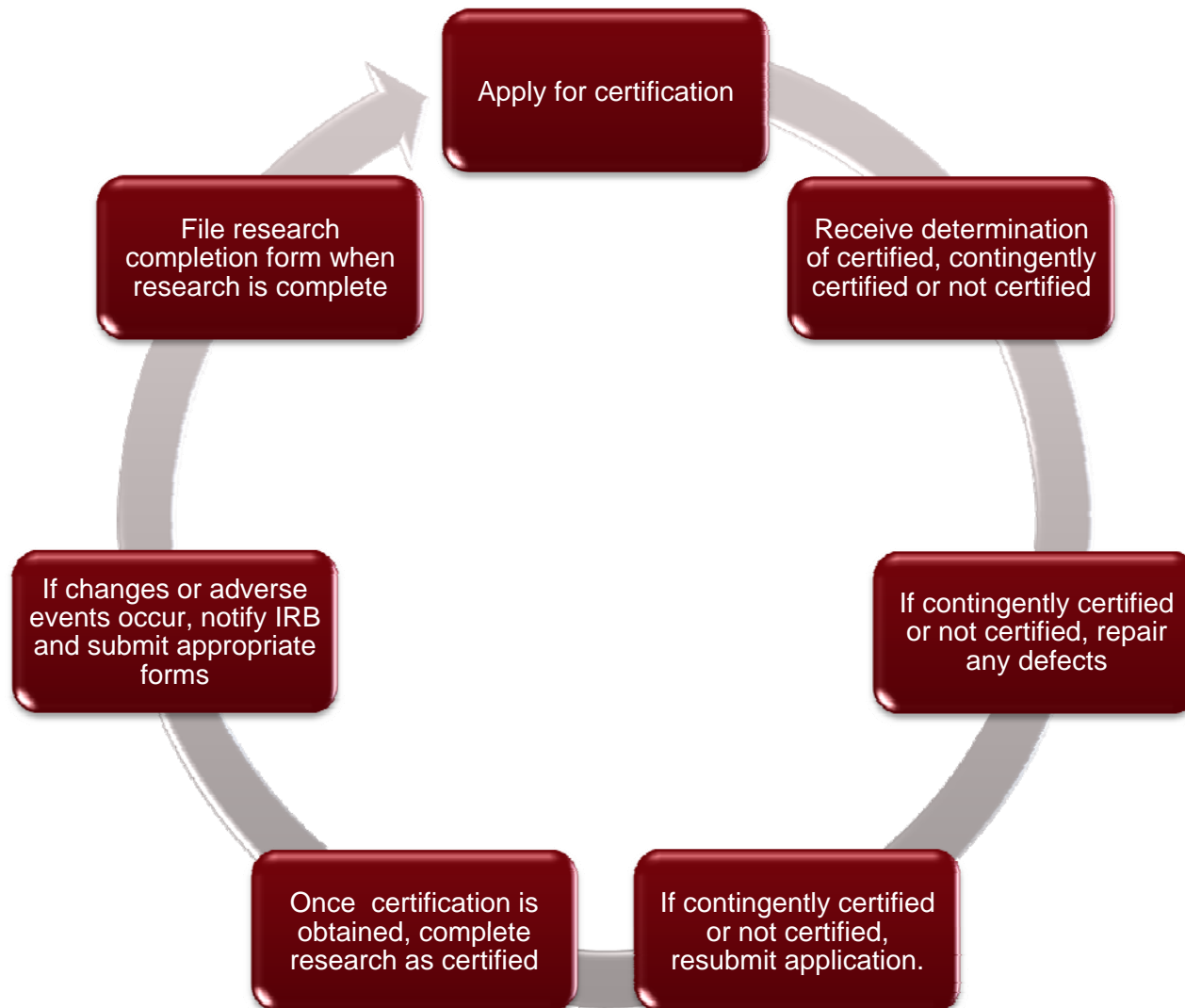


Who is your local IRB Chair?

Atlanta:	Murray Bradfiel
Chicago:	David Van Dyke
Dallas:	David Hargis
DC:	Ed Shearin
Denver:	Donna Heretick
Hawaii:	Bob Anderson
Nashville:	Nancy Dill
Salt Lake City:	Debbie Wheeler
San Francisco:	Julie Hepworth
Sarasota:	Dale Coover
Schaumburg:	Pete Dodzik
Seattle:	Dana Waters
SoCal:	Aldwin Doming
Tampa:	Nigel Searle
Twin Cities:	Sandra Foderick



The process





Where To Go For More Information

- ❖ Your local IRB chair and board.
- ❖ Institutional Review Board Handbook
- ❖ Local IRB Spreadsheet for status of your student's application.