

Will you do research involving human beings? If so, you need to know about the Institutional Review Board (IRB) Quick facts:

- We are the group assigned to review all research involving human participants for ethical soundness in treatment of those participants. We use guidelines set forth by the National Institute of Health and are also informed by the standard practices of our several disciplines.
- In general, if you're doing research involving human participants, you need an IRB approval. The exceptions, described as an 'exempt' category, are explained in the first point of the 'policies and procedures' statement.
- The form is not long, but must be complete; copies of documents to be used should be emailed along with the form. Both are submitted electronically to the IRB chair.
- Proposals submitted by student researchers must be preceded by submission of the (very brief) faculty endorsement form, indicating that the faculty member has reviewed the proposal and is in accord with both content and form.
- We ask that you submit your proposal at least ten days before you need approval; however, most reviews are completed much more quickly. Some are eligible for expedited review. This determination is based upon what is to happen in the research, not upon the researcher's schedule.
- Any research involving human subjects must be actively sponsored by a faculty member or a staff member who regularly conducts research.
- An IRB form for electronic submission, as well as the 'policies and procedures' explanation, can be found in the public folder labeled IRB. These documents may also be requested by email Dr. Pat Schoenrade, IRB Chair, schoenradp@william.jewell.edu. Actual proposals are submitted to IRB@william.jewell.edu.
- Proposal forms, a faculty endorsement form, and more detailed procedural information can be found on the IRB section of the Curry Library website.

(Updated 8/13, P. Schoenrade)