Guide for Student Researchers – What To Prepare BEFORE You Start Your IRB Application

Included in this Guide:

I. RECOMMENDED ORDER OF COMPLETION FOR IRB-RELATED ACTIVITIES

The IRB application should be the LAST step in preparing for your study. We recommend, in order:

1. Carefully **review the Siena IRB website**, including "Student Initiated Research Under Faculty Supervision." All the information you need, including application materials, is on the website.

2. **Complete the required CITI training**. *(We recommend doing this before you start planning your project so that your knowledge about protecting human subjects can guide your decision-making.)*

   A. Everyone needs to complete the basic CITI training. Directions and the link are on the IRB website under "Online Certification Training."

   B. (**New, Fall 2019)** Additional CITI training is required if recruiting individuals from vulnerable populations (i.e., prisoners, children, persons who are economically or social disadvantaged, institutionalized persons, individuals with impaired decision-making ability). Please see the IRB website ("Online Certification Training") or your supervisor for more information.

3. Thoroughly **plan all aspects your research project** with your supervisor, including constructing instruments and materials.

4. **Prepare your application** and submit to your supervisor for feedback. *(When you submit on Processmaker, it automatically goes to your supervisor. You supervisor then decides if they want to send it back to you for edits or submit to the IRB.)*

5. **Wait!** ☮ You need to have IRB approval before recruitment and data collection begins. Approval typically takes 2-3 weeks and may require revisions as part of the process.

II. WHAT TO KNOW AND MATERIALS YOU NEED TO COMPLETE THE IRB APPLICATION (General Guide)

It is recommended you address the "Questions to Consider" with your supervisor and have all materials approved before starting the application. This is not a comprehensive guide to planning your study. However, these are the issues most important to the IRB as they relate to protection of your participants.

General Issue	Questions to Consider	Permanent Products to Submit to IRB
Recruitment ✓	Who will you recruit? How many? From where? Do you need information from someone else in order to recruit? If so, how or from whom will you get that info? How will you recruit? (What will you say, email or post?) Have you constructed your procedures to minimize coercion/ undue influence so that no one feels pressured to participate?	Fliers, emails, SONA postings, face-to-face and phone scripts. *(All recruitment materials must have your name /contact info, the name of your supervisor, and the IRB approval #)* Letters of support from community partners Additional CITI training documentation if you will be recruiting individuals from vulnerable populations
Data Collection ✓	What are your instruments? How and where will you collect the data? Will subjects get anything for participating? If so, what?	Instrument (survey, interview questions, observation forms, etc.)
Psychological and Physical Risk ✓	Might any of your assessment questions or procedures make someone uncomfortable physically or psychologically? How will you minimize risk of discomfort during and/or after the study, if there is any potential?	(N/A – Will be described)
Informational Risk and Data Security ✓	Is your data completely anonymous or confidential? *(Hard copy surveys administered in individual or small group settings are considered confidential, even without identifiers.)* How will you protect the identities and responses of your participants? Who, how, and where will you store the data?	(N/A – Will be described)

Informed Consent ✓	If you need informed consent (not required for exempt studies), did you use the Siena template and address all the fields? If you plan to use video and/or audiotaping, is additional consent included? If you are working with minors, are there parental consent and student assent processes and forms?	Consent form (if applicable – expedited applications) Assent process (for minors)
Certification ✓	Do you and your supervisor have CITI training certificates within the last 3 yrs? (NIH Certificates are honored for 4 yrs)	Downloaded PDF certificates for PI(s) and supervisor

If you have questions, it is recommended you first ask your supervisor(s) but you are always welcome to email IRB@siena.edu.

Please cc your supervisor on all correspondence with the IRB.