

## FAQ's

1. What is the source of SPU's policies and procedures regarding research with human subjects?
  - ◆ SPU follows federal research guidelines from the Office of Human Research Protections which is part of the Department of Health and Human Services. SPU has a federally registered Institutional Review Board
2. To whom do I send my IRB application?
  - ◆ Send your application to the Research Coordinator in your department or school. He or she will review the application and approve it as exempt or forward it to the appropriate IRB member.
3. How long does the process take?
  - ◆ It depends on the type on the level of review. Exempt research is usually approved within a week. Expedited and full review will take 1-2 weeks longer.
4. When do I need documented informed consent?
  - ◆ You need to get the signature of participants documenting that they have given their informed consent whenever you ask them to do anything different from their everyday lives.
  - ◆ You do not need documented informed consent if your research includes anonymous, mailed surveys on innocuous subjects or anonymous, noninteractive observation of public behavior (such as shoppers at a mall) of people over 18 years of age and / or who are not incarcerated.
    - Even if you do not need documented informed consent, you need to provide participants a statement that follows the informed consent template including the purpose of the study and their rights as research participants.
  - ◆ All other types of research with human participants requires documented informed consent.
5. When do I need to provide a debriefing form?
  - ◆ You need to provide a debriefing form whenever you collect non-survey data, for example if you are running an experiment in a laboratory setting, you need to provide a debriefing at the end of the study as an educational tool and to answer any questions that participants might have regarding their participation.
  - ◆ Even when no debriefing is necessary, you need to provide an opportunity for people to request a summary of the results.
6. What are the levels of review?
  - ◆ There are three levels of review, exempt, expedited and full review. The type of review your application receives is based on the amount of risk involved and the type of participants (e.g., students, children under 18, prisoners, patients etc.). Most research conducted at SPU has minimal risk involved and so most IRB applications are approved by the local Research Coordinator and are exempt from full IRB review. Research that has more than minimal risk is passed on to a member of the IRB who reviews the risks and decides if it can be reviewed by a member of the IRB or needs full IRB review.
7. What if I am not collecting data at SPU?

- ◆ Principal Investigators (PI's) who regard SPU as their main institution need to submit an application to their research coordinator regardless of the source of the data. This includes students who are completing thesis or dissertation projects and expect to collect data outside of SPU. It is expected that a PI who is not a member of SPU but is working with SPU community members will submit the appropriate IRB application to their own institution.
  - ◆ SPU students can be PI's, but must have a faculty or staff sponsor.
8. Can Principal Investigators who are not part of SPU collect data from the SPU community? Do they need to go through the IRB process?
- ◆ PI's who wish to collect data at SPU must have an SPU faculty or staff sponsor and show evidence that they have received IRB approval from their own institution. SPU recognizes IRB reciprocity with other federally registered IRB's. Once the PI receives IRB approval from their institution, they need to submit the approval to their SPU sponsors research coordinator for review and any decisions for further action.