

## **Frequently Asked Questions on IRB Submission**

***Question: What's the role of the faculty advisor/mentor in undergraduate and graduate research?***

**Answer:** Although students may be an investigator of a research project from required courses/ or program, the faculty advisor or mentor is responsible to serve as a primary person for the IRB and to ensure that the IRB application is completed thoroughly and submitted correctly for review. This includes all informed consent, recruitment documents, and tools related to the study are well prepared according to the instruction.

***Question: I'm an undergraduate student. How do I submit an IRB application to the GU IRB committee?***

**Answer:** See detailed information how to download and submit IRB application at <http://www.graceland.edu/inst-review-board>

***Question: For my research project, I want to collaborate with an outside investigator and not affiliate with GU. What do I need to do?***

**Answer:** When a research project is conducted collaboratively at different site, each investigator will need to obtain his/her own IRB to their respective institution. However, the lead PI may submit the IRB application to his/her institution first for review, and then the collaborator may submit the same protocol to their own institutions for IRB approval.

***Question: I'm a faculty member here at GU, but a doctoral student at UMKC. I want to conduct a study at GU. Do I need UMKC IRB approval?***

**Answer:** Yes, research must be approved by the UMKC IRB committee of the home institution before applying to the GU IRB committee.

***Question: Do I need to submit a consent form with my research project?***

**Answer:** Yes, you need to submit a consent form with your IRB application.

***Question: When do I need to submit an assent form with my research project?***

**Answer:** An assent form is needed if your research involves a minor or individual who is not capable to give legal consent to participate in the study. An assent form is usually submitted with a consent form from participants' guardians or parents.

***Question: Is the participants' compensation considered a benefit?***

**Answer:** Participants' compensation is not considered a benefit. Benefits from participating in the research may include information and knowledge gained related to health issues or test scores used.

***Question: What are differences between confidentiality and anonymity in data collection?***

**Answer:** Confidentiality refers to when participants' data and their identity are protected using an appropriate coding system that data are not able to link with their individual responses. Anonymous refers to when data collected do not have any participants' identifiable information. Researchers have no intention to follow-up or contact with study participants.

***Question: When I submit my IRB application to the IRB committee, do I need to submit my entire research proposal?***

**Answer:** No, you are not required to submit the entire research proposal. However, it's important you completely answer questions provided in the application form. Clear and completed information enhances the IRB review process on your application.

***Question: If I change or modify my original research (eg, by adding a recruitment site or changing procedures), do I need to resubmit my application to the IRB committee?***

**Answer:** Yes, you do need to submit an amendment to the IRB committee for approval for any changes made to the initial approved protocol/proposal.

***Question: What documents must be included with my IRB application?***

**Answer:** Additional documents may include consent form, instruments/ or questionnaires, flyer(s) used for recruitment, letter of support. See steps how to submit IRB application at <http://www.graceland.edu/inst-review-board>

***Question: My DNP project is a quality improvement study. Do I need to submit my project to the IRB committee?***

**Answer:** Yes, the IRB committee will review your project and determine whether it qualifies for exempt or expedited status.