

Institutional Review Board Research Proposal Checklist



University policy requires that the Institutional Review Board (IRB) review all research involving human subjects **before** the research procedures are implemented and data is collected.

In order to protect subjects and student investigators, the IRB requires that the *Principal Investigator* **must** be a MSUM faculty or staff member. Graduate or undergraduate students may only serve as *Co-Investigators*. IRB training is required before most proposals can be submitted for review.

There are three types of proposals: Exempt Status, Expedited Review, and Full Review. Please see *Information and Instructions for Proposals* on the IRB website for details regarding types of proposals.

In completing the application, be aware that the persons reviewing it may be unfamiliar with the field of study involved. Present the request in non-technical terms.

Use the checklist below to insure that all steps have been completed and all required documentation is attached. Submit completed application and attachments to the Graduate Studies Office.

Requests for Exempt Status:

- Complete *Human Research Approval Form*.
- Complete *Request for Exempt Status* form.
- Attach *Informed Consent* form or implied consent letter for surveys.
- Attach statement on 'method of assent' for proposals dealing with minors or other vulnerable populations. See "Special Circumstances" under IRB *Information and Instructions for Proposals* for details.
- Attach signed letter of permission from an institutional representative, if research is to be conducted at an institution such as a school, hospital, etc. other than MSUM.
- Attach a 100-150 word abstract or summary of the proposed study.
- Submit original **and** one copy of required information for Exempt Status.

Request for Expedited and Full reviews:

- Complete *Human Research Approval Form*.
- Complete *Ethical Compliance Questionnaire*.
 - Attach a complete statement of the research methods, including copies of the instrument(s) being used to collect data. **Do not include literature review chapters or proposals.**
 - Attach "Informed Consent Form" (Section III).
 - Attach signed letter of permission from an institutional representative, if research is to be conducted in an institution such as a school, hospital, etc. other than MSUM (Section I. 3).
 - Attach "Debriefing Statement" when applicable (Section IV).
- Attach a 100-150 word abstract or summary of the proposed study.
- Submit original **and** one copy of required information for **Expedited Review**.
- Submit original **and** ten copies of required information for **Full Review**.

This form and complete instructions are available online at: <http://www.mnstate.edu/irb>