

IRB Application Decision Tree Flow Chart (Primary Data)

Are you conducting a research project that involves human subject? In other words, are you going to have participants that you ask questions, observe, interact with, or obtain physical or biomedical specimen from?

No IRB application needed, unless it involves a vulnerable population or a sensitive topic.

Is your study oral history?

Check "Secondary Data Analysis" Flow Chart

Are you planning to disseminate findings outside of campus, including ProQuest?

Does your study meet one of the following?

1. Your student participants will be asked to do a standard in-class instructional practice.
2. No personal identification is collected. If you have a small sample size, basic demographic information such as gender, race/ethnicity, and year in school could act as personal identifiers.

Are you planning to share results at on-campus functions?

Is your project a course assignment (excludes independent study and MA thesis/Ed.D. dissertation)?

No IRB application needed

ATTENTION!
IRB does not approve a retroactive application even if you change your mind later.

You need an IRB approval for your study. Please submit **"Request for Screening for an Exemption."**

You need an IRB approval for your study. Please submit **"Request for Protocol Approval" (Non-Exempt Study).**

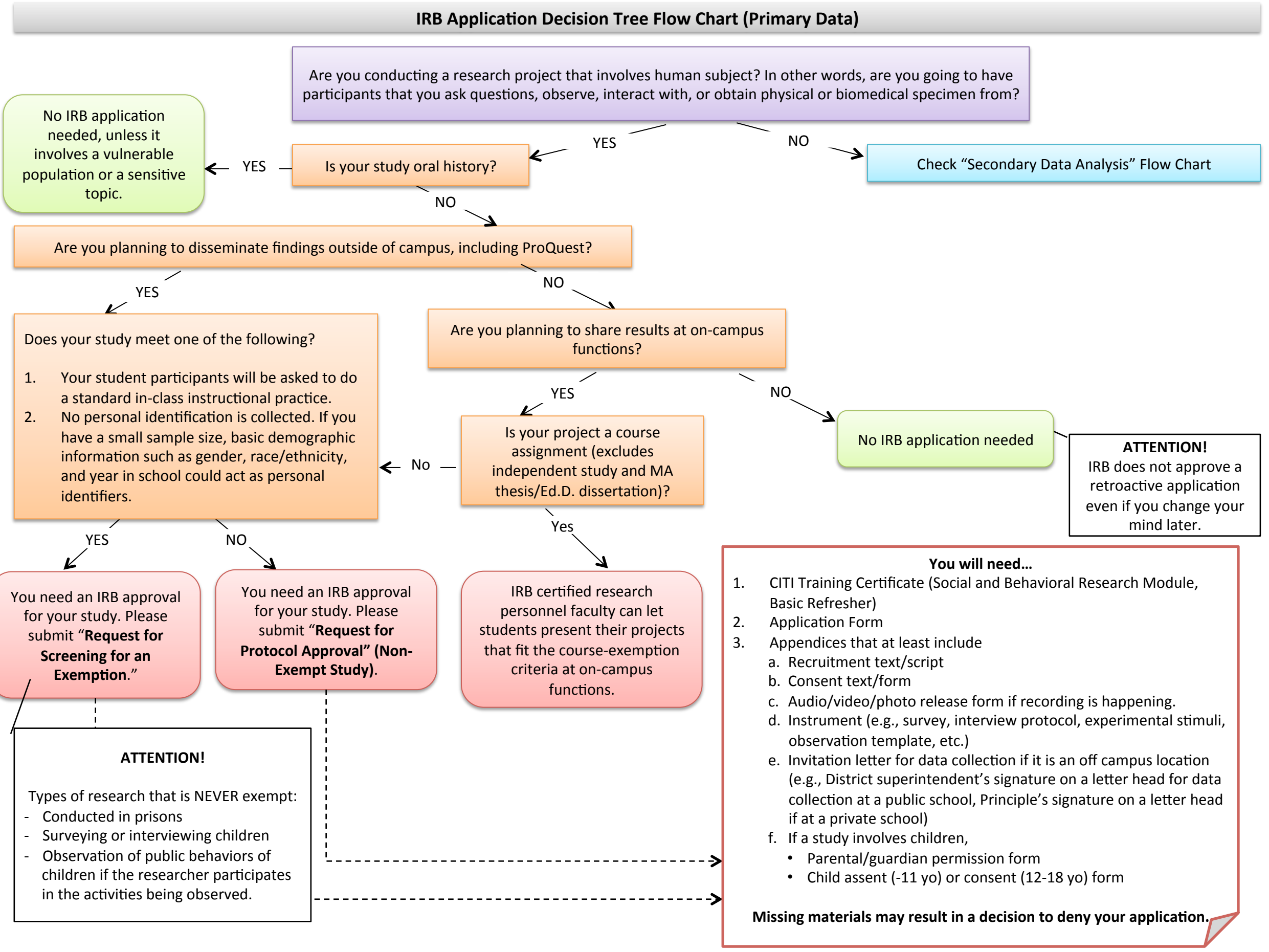
IRB certified research personnel faculty can let students present their projects that fit the course-exemption criteria at on-campus functions.

- You will need...**
1. CITI Training Certificate (Social and Behavioral Research Module, Basic Refresher)
 2. Application Form
 3. Appendices that at least include
 - a. Recruitment text/script
 - b. Consent text/form
 - c. Audio/video/photo release form if recording is happening.
 - d. Instrument (e.g., survey, interview protocol, experimental stimuli, observation template, etc.)
 - e. Invitation letter for data collection if it is an off campus location (e.g., District superintendent's signature on a letter head for data collection at a public school, Principle's signature on a letter head if at a private school)
 - f. If a study involves children,
 - Parental/guardian permission form
 - Child assent (-11 yo) or consent (12-18 yo) form
- Missing materials may result in a decision to deny your application.**

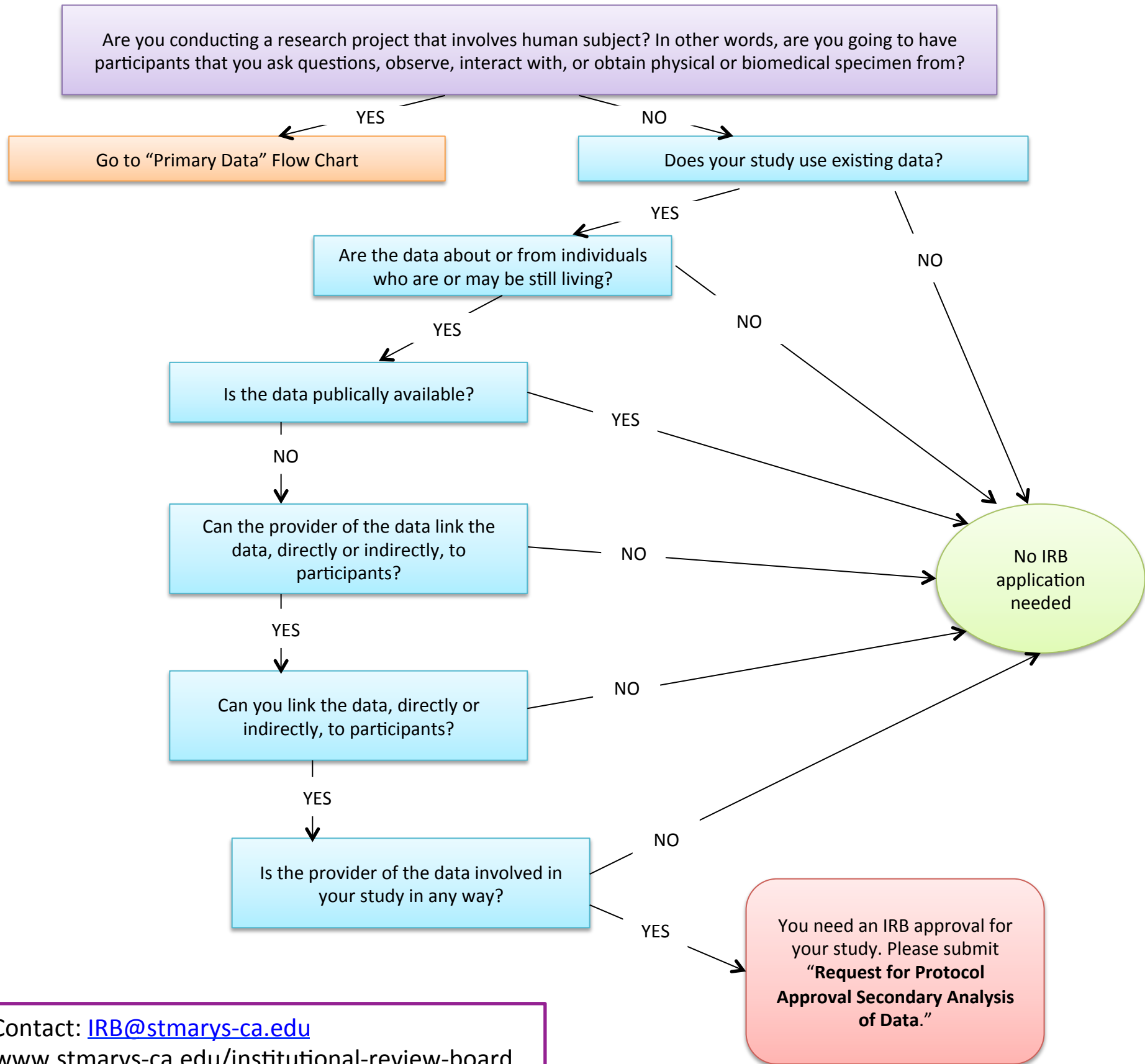
ATTENTION!

Types of research that is NEVER exempt:

- Conducted in prisons
- Surveying or interviewing children
- Observation of public behaviors of children if the researcher participates in the activities being observed.



IRB Application Decision Tree Flow Chart (Secondary Data)



Contact: IRB@stmarys-ca.edu
Visit IRB at <https://www.stmarys-ca.edu/institutional-review-board>