Directions for completion of IRB application

Principal investigator: This refers to the student in studies that are completed by a student as a course requirement.

Co-Principal Investigator(s): Additional members of the research team.

Starting Date: Must be preceded by IRB approval.

Review Categories:

Research involving human subjects will be considered and approved in one of three categories. Exempt studies are submitted for approval under that category and approved as such by the signature of the IRB chair. Expedited studies are submitted with the understanding that they will be reviewed in a timely manner by the IRB Chair in consultation with the Supervisor-Professor. Studies submitted for full review will be reviewed within a 30 day period by the full six-member Piedmont College Institutional Review Board. Piedmont College IRB members are Karen Greilich, Cynthia Vance, Randy Hollingsworth, Mitch Williams, Edward Taylor and Ashley Cleere.

Exempt Categories:

Research activities in which the only involvement of human subjects is limited to one or more of the following categories are exempt from regulations requiring review. The exempt categories apply to children as well as to adults and are meant to involve both archival data and current data from recognized state and local assessments.

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
   a. Research on regular and special education instructional strategies.
   b. Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational test instruments (cognitive, diagnostic, aptitude, achievement) which are administered as a component of normal instruction or assessment, unless the information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects.

3. Observation of public behavior is exempt only if the investigator does not materially participate in the activity being observed and there is no possibility of any individual subject being identified as a consequence of the research.
Expedited Review Categories:

Research activities involving any interaction between the researcher and the subject to include:

1. Results of subject participation in educational tests (cognitive, diagnostic, aptitude, or achievement) that occurs outside the scope of normal instruction, i.e., would this test have been administered had the research not been conducted?

2. The use of any instrument designed to investigate subject perception or opinion to include surveys, interviews, and rating scales.

3. Research on individual or group behavior or characteristics of individuals, such as studies or perception, cognition, game theory, or test development, where the investigators do not manipulate subject’s behavior and the research will not involve stress to subjects.

Full Review Categories:

Research not covered by the above categories to include:

1. All human biological research conducted by the School of Nursing.
2. All research that could be perceived as placing the subject in a stressful situation.

Non-Piedmont Studies:

Studies originating from a source external to Piedmont College will be reviewed as appropriate and submitted to the Vice President for Academic Affairs for approval and to the President for final approval.

Items Submitted:

The Supervisor-Professor is responsible for monitoring the submission of these items. All of these items are to be submitted with the research application.

Researchers do not have to submit both a One-page Lay Summary and the Methods Section from their proposal. The Lay Summary may be appropriate for more involved studies, while the entire Methods Section may be appropriate for some studies. The entire Methods Section should be submitted for EDD Dissertations.

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Consent/Assent Forms are required for all studies in both the Expedited and Full-Review Categories. Sample forms are available on this website.

CITI refers to the Collaborative Institutional Training Initiative. This is an organization whose goal is to develop and distribute high quality, peer reviewed educational resources designed to raise awareness of the responsible conduct of research for all members of the research team. Piedmont College maintains an active CITI membership and has designated required coursework for all research team members.

**CITI Instructions**

Log on to citiprogram.org. This is the Collaborative Institutional Training Initiative, which maintains the IRB instructional program which is now necessary for all Piedmont College graduate students to complete prior to submission of an IRB request.

- The first time you use the CITI site you will need to register as a new user. There are a series of steps:

  - **Step 1**
    - Designate your ‘Participating Institution’ by selecting Piedmont College from the drop down list

  - **Step 2**
    - Provide basic identifying information about you
    - Where it asks for your institutional email address, provide your Piedmont email address!

  - **Step 3**
    - Assign yourself a username and password (REMEMBER THESE)
    - Provide security question and answer

  - **Steps 4, 5, & 6:**
    - Provide more personal information including address, phone number, gender, etc.
Step 7

- Select Curriculum- designate your ‘Learner Group’ as ‘Social and Behavioral Research’

This will indicate that you have 12 modules to complete.

You will need to complete the following modules with a score of 80 on each module:

- **Belmont Report and CITI Course Introduction**
- **Research with Children SBR**
- **History and Ethical Principles**
- **Defining Research with Human Subjects**
- **The Regulations and The Social and Behavioral Sciences**
- **Assessing Risk in Social and Behavioral Sciences**
- **Informed Consent**
- **Privacy and Confidentiality**
- **Research in Public Elementary and Secondary Schools**
- **Internet-Based Research**
- **Vulnerable Subjects – Research Involving Workers/Employees**
- **Piedmont College ID**

Please note that you have the responsibility of using this material correctly.

After you have completed the required modules, please print out your grade book and submit it to your professor. You should also include this documentation of completion in your Capstone Portfolio as appropriate. Remember, you will need to furnish a completion report with your IRB approval request.

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Researcher Assurance: Please note that IRB approval from Piedmont College must be obtained prior to submitting a research proposal to any outside entity.

Department Approvals: It is the intent of the Institutional Review Board of Piedmont College to process all IRB applications in a timely manner and assist our faculty, staff, and students in maintaining a consistently high level of research. After research has been approved, the Supervisor-Professor will be notified and approved copies furnished on request.