



## MA in Education Program specifics for IRBNet

### All MAE students are required to submit IRB paperwork

#### IMPORTANT!

**DO NOT USE THE "SUBMIT THIS STUDY" FUNCTION IN IRBNET. Use of this function will lock your application and delay the review of your IRB materials.**

When you create your study in IRBNet, please include your name (last name, first name) before your study title. For example: *Smith, Susan, Sample Study for MA Degree in Education*. If you have a fairly common name, you might also wish to add your CMU student number. Also add your student ID number and the course name (ex. EDU 776) in the "keywords" field and your monitor's name and your course ID number (CRN/EPN) in the "sponsor" field. This will help us to easily locate and track your application through the IRBNet system.

1. Within the IRBNet "Study Designer", you can use the "Central Michigan University IRB 2" library of forms. The IRB office is planning to compress the two libraries into one general CMU library of forms, so if you do not see two options, simply use the general CMU library.
2. When you are ready to have your monitor review your IRB application, sign the study electronically (see the choices on the left side of the IRBNet web page) and share the study with your EDU 776 monitor (full access). **Do NOT select the "submit" function**, as this would send the application directly to CMU's IRB office without the necessary instructor and director signatures.
3. When the monitor agrees that the application is ready for review, the **monitor** should sign the study and share it with Dr. Jennifer Cochran, Director of the MA in Education Program and Sarah Young, the ProfEd Academic Programs Secretary. The monitor should provide Dr. Cochran full access and Sarah Young full access. Students do not need to share their studies with Dr. Cochran or Sarah, as this is part of the EDU 776 monitor's process.
4. Dr. Cochran will conduct an initial review of your application and attachments and request revisions/clarifications as needed from you.
5. When those revisions have been received and issues resolved, Dr. Cochran will submit the study to the IRB office for a final review.
6. The IRB office will not review your application if the application is not "signed" by you, your monitor, and Dr. Cochran.

What forms do I use?

The following are examples of projects that require the IRB “non-human research determination” form, along with an attached project abstract (your own Word document, not an IRB form):

1. Project utilizes only financial data.
2. Project involves a review of policies found on various government web sites.
3. Data collection in the project involves calling schools, colleges, or universities to ask factual questions about policies, procedures and services provided.
4. Project uses data from the internet which is already grouped or summarized.

The following are examples of projects that require the IRB application, the “exempt categories” form, and supporting documentation:

1. A survey that can be returned anonymously and the survey instrument poses no risk (emotional or otherwise) to the subject population.
2. A records study where the data can be provided to the researcher with identifiers removed.
3. A records study where the researcher can view names and other identifiers, but is able to record the data, for purposes of research, with no names or identifiers and coding is not used.
4. Phone surveys where the researcher has no relationship to the subjects.
5. “Man on the street” surveys or interviews.

The following are examples of projects that require the IRB application and supporting documentation and will be reviewed in the “expedited” or “full board” process. The level of review is determined by a number of factors including the level of risk to the subject, issues of anonymity (for example, the use of a small subject population), and the subject matter of the interview/survey questions:

1. Face to face interviews with coworkers or students.
2. Surveys about sensitive or emotional topics, such as violence in the workplace, sexual harassment, attitudes towards death and dying, gang violence, etc.
3. Projects which involve an intervention. For example, subjects are surveyed or tested, then subjects undergo a process or treatment, and then subjects are again surveyed or tested.
4. Project involves the coding of subjects.
5. Some or all of the subject population is under the age of 18.
6. Some or all of the subject population is not considered to be competent to make a decision.