



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:

1. Add your last name, first name, student ID#, in front of your project title.
2. Include the name of your program and your student ID number in the “keywords” field (for example, MSA,223699).
3. Add your monitor’s name and your course ID number in the “sponsor” field (for example, Smith,22025154).
4. Separate entries in each field with commas.

Here’s an example:

Research Institution	Central Michigan University, Mount Pleasant, MI
Study Title	Gribben, Kim, 223699,A Sample Study about IRBNet
Principal Investigator	Gribben, Kim
Study Status	Work in Progress
Keywords	MSA,223699
Sponsor	Smith, 22025154

This will help us to easily locate and track your application through the IRBNet system.

Signing and sharing your study:

1. 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 monitor (full access).

2. When the monitor agrees that the application is ready for review, the capstone monitor should sign the study and share it with as follows:
MSA Students:
Kim Gribben Full Access
Carol Kross Read Access
3. Kim Gribben will conduct an initial review of your application and attachments and request revisions/clarifications as needed from you.
4. When those revisions have been received and issues resolved, Kim Gribben will submit the study to the IRB office for a final review. Again, **please 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.
5. **The IRB office will not review your application if the application is not “signed” by you, your capstone monitor (as the co-investigator), and Kim Gribben.**

What IRB forms do I use?

The following are examples of projects that require the “non-human research determination” 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 banks, realtors, and title companies to ask factual questions about rates, policies, 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.
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.

Terms

Study: This is your IRB application, including all of the application documents and supporting documents.

Create a Study: A selection within IRBNet to electronically set up the shell of your project.

Sign Study: A selection within IRBNet to electronically sign your IRB submission

Share Study: A selection within IRBNet that allows you to designate who will see your study and what kind of access that individual will have.

Send mail: An option in IRBNet to send e-mail to anyone who has access to your study.

MSA office contact information:

Main number: 989-774-6525
Kim Gribben: 989-774-2367

Fax: 989-774-2575