

## **Institutional Review Board for the Protection of Human Participants in Research and Research-Related Activity**

<http://www.unco.edu/research/research-integrity-and-compliance/institutional-review-board/>

Administered by the Office of Research (Sherry May, Kepner #25, 351-1910)

IRB Applications submitted via IRBNet ([www.irbnet.org](http://www.irbnet.org))

IRB Co-Chair: Dr. Maria Lahman, 1-1603, Applied Statistics and Research Methods

IRB Co-Chair: Dr. Megan Stellino, 1-1809, Sport and Exercise Science

### **What constitutes research?**

“a systematic investigation designed to develop or contribute to generalizable knowledge”

“are results published, bibliographically available, presented outside the university, or developed for others to build upon”

### **IRB Review**

Determines if your procedures will:

- fully inform the subjects of their rights and all risks
- provide reasonable safeguards for their protection
- benefit the subjects directly and/or the state of current knowledge to a degree that will justify any risk involved

### **IRB Review Categories: Exempt, Expedited, Full Board**

#### **Exempt (1 reviewer; 2-3 weeks for review)**

- commonly accepted educational settings, involving normal educational practices
- the use of educational tests, survey procedures, interview procedures, or observation of public behavior (**anonymously & not sensitive!**)
- the collection or study of existing data
- projects that are conducted by or subject to approval by department or agency heads, that are designed to study or evaluate “programs”
- taste and food quality evaluation

Exempt status does not apply to research involving...

- Pregnant women; Fetuses; Prisoners
- Surveys, interviews, educational tests involving children
- Observations of public behavior of children except when the investigator does not participate in activities being observed

#### **Expedited (2 reviewers; 3-4 weeks for review)**

- minimal risk to subject and includes appropriate informed consent procedures

Minimal Risk means

“The probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves from those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests”

#### **Full Board (Entire Committee reviews; 4-6 weeks for review)**

- more than minimal risk must be presented to the entire review board for discussion and consideration of approval or non-approval (e.g., blood samples beyond finger stick, heel stick)

**Procedures and forms are available on the Office of Research’ website (see URL above).**

## ***IRB Process***

The University of Northern Colorado's Institutional Review Board (IRB) utilizes **IRBNet**, a web-based tool that helps researchers and the Office of Research better manage protocol submission, modification and tracking processes. IRBNet also allows you to have access to your protocols from any computer anywhere in the world, provided you have internet access.

### Accessing IRBNet

IRBNet is a hosted service that can be accessed at <https://www.irbnet.org>. New users can create an IRBNet account by clicking on the "New User Registration" link located just under the log-in fields in the upper right-hand corner of the page. This link will walk you through the steps to create your account; just make sure you select University of Northern Colorado (UNCO) as your organization and input your university email address. Once you've created your account you will receive an activation email, be sure to click on the link in the email to activate your account. If you have problems activating your account, contact IRBNet support at 877-261-6461 or support@irbnet.org.

If you prefer to review a step-by-step slide show, refer to the training links below.

### Using IRBNet

IRBNet offers several training tools for first-time users. These can be found at the following web site:

<http://irbnetresources.org/>

Use the following institutional login  
username - unco  
password - training12

This will allow you to view a step-by-step slide show of the new user registration process.

For all UNC researchers, there is a 9-min instructional video that details the new project submission process.

Application materials to be filed for an IRB review are similar to previously used paper versions. IRBNet represents a new process for the submission and subsequent review of an IRB application. Researchers and reviewers may access IRBNet from any computer with internet capability.

Individual training sessions are available upon request. Visits to research-oriented classes may also be available.

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Or

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