Overview:
As individuals (all faculty, staff, and students) in the College of Education (COE), if your proposed research uses data collected from human participants (this includes data that has yet to be collected and some studies that use archival or extant data), it must go through a two-stage Institutional Review Board (IRB) approval process. The first step is a review at the College level by the COE IRB Committee. Once your proposal has been electronically signed by a member of the COE committee, then you may submit it (via the IRBnet.org portal) to the Office of Research Administration (ORA) for their IRB review. The reason for the two-stage process is to avoid common problems that in the past have often delayed campus approval of projects. You may not begin data collection until you have received approval from the campus IRB.

Types of Proposals (see separate information sheets for each type of proposal for more complete information and instructions):
- **Exempt** (from full review): typical of research that is survey, uses adults, data is anonymous, or involves children but does not change anything about what they normally do during the school day (i.e. there are no interviews or surveys given to the children, etc.)
- **Expedited**: typical of research where data are recorded in such a way as to make it very hard to remove all identifying information, such as audio or video recordings, photographs, or physical specimens
- **Full review**: typical of research that involves minors, deception, individuals with cognitive impairments, or involves Protected Health Information (PHI)

Consent forms are needed for all Full review proposals. If research is being done with minors (whether exempt, expedited, or full review), parents must complete a parental consent form and minors must complete an assent form. If the research is exempt and is using adults, an information letter to participants may be used in place of a consent form. Please see the Exempt proposals information sheet for the material to include in the information letter.

The majority of proposals from COE members are Exempt from Full Review proposals, followed by proposals for Full Review. Use the guidelines from the General Application for Review and the separate information sheets for each type of proposal to determine whether your proposal is Exempt, Expedited, or Full Review.

**Deadlines & Response (Turn-around) Time:**
Exempt and expedited proposals may be submitted to “Education IRB” at any time. Typically you will hear back from the COE IRB committee within 2 weeks. Once an Exempt or Expedited proposal is electronically signed by a COE committee member, you may submit it (via the IRBnet.org portal) to the ORA IRB committee at any time. The typical turnaround for approval at the campus level is 1-2 weeks.

Proposals that require Full Review must be submitted to the COE’s IRB (share with “Education IRB”) by the 15th of the month (or the first business day following the 1st) of each month in order to be reviewed that month. This will ensure that PIs are able to revise their proposals and submit
to the University IRB within the same month. PIs are asked to attend the meeting at which their Full Review proposal will be discussed in order to expedite the revision process. COE IRB committee meetings are held once a month. Our IRB administrator will contact you with the meeting schedule. When a Full Review proposal has been electronically signed by the chair of the COE committee, it may be submitted to the ORA via the IRBnet.org portal. Full Review proposals and Modification requests must be received by the ORA 10 working days prior to the monthly IRB meeting (which is held the 3rd Thursday of each month).

Most proposals require some level of revision and this should be taken into consideration in your planning. You should submit your proposals 1-2 months before you plan to begin the research if the proposal is Exempt or Expedited and 2-3 months before the planned start if the proposal is a Full Review proposal. Faculty should carefully proofread student protocols before signing them.

Archival Data:
If you are using data that is extant/archival AND does not include any identifying information, you may not need to submit an IRB protocol. The campus IRB is compiling a list of data sets for which you do not need to submit IRB protocols. Please contact the chair of the COE IRB committee for information on the list of data sets. If you are using a data source that is not a part of this list or includes identifying information, then an IRB proposal must be submitted.

General Information:
1. All faculty and graduate students who submit IRB applications must do the CITI human subjects training (available through the ORA website). You must submit the completion form the first time you submit a proposal to the IRB committee at UMSL; this form will be kept on file by the ORA. There is no need to submit the form each time you submit an IRB proposal.
2. When you are collecting data on other campuses you must still have IRB approval from UMSL. In general, any study that includes human participants in which you are involved must go through the UMSL IRB procedures.
3. If you are collecting data in the St. Louis Public Schools then you should be aware that SLPS now requires approval from UMSL’s IRB committee before sending it to them for review.
4. Faculty: If you are having students in a course do research projects involving human subjects as a part of the course requirements, then have the students do the CITI IRB training. If you (or the individual student) do not plan to present at a formal conference or publish the projects then no IRB proposal is necessary. If you or the students wish to leave open the possibility of using data collected in course projects for their dissertation or another project or plan to present or publish the data, then the student must complete an individual IRB application for the course project.
5. If you are unhappy with the decision of the COE IRB committee, you may appeal the decision to Carl Bassi, the chairperson of the UMSL IRB committee. You may also contact him if you have other IRB-related questions (Bassi@umsl.edu).

Annual Reports
Approvals by the ORA IRB committee are generally given for one-year periods. Each year the ORA will send you a reminder that you need to complete an annual or final (whichever is
appropriate) report on the status of the project. The forms are available on the eIRB site. If the project is complete, submit the Final report form (00b). If the project is not complete, you must request a one-year extension (for up to 5 years) on the Annual/Continuation form (00a). All protocols must remain open until the data analyses are complete. Thus, it is often the case that you will need extensions for a project.

**Modifications**

If you make a change in procedures in a study that has been approved by the campus IRB, you must file a Modification Request form (00c). This form is submitted directly to the ORA via the eIRB portal and is not shared with the COE IRB Committee. **You must have the modification approved by the campus IRB before you make any modifications to approved procedures.**