COE Procedures for the Review of IRB Proposals

For complete instructions on electronic submission of IRB proposals, please see the COE Electronic IRB Submission Instructions file

1. For the first stage (the COE review) you must append a COE cover sheet (see coeIRBcover.doc) for routing purposes. This sheet is to be removed when you send the proposal to the ORA IRB committee.

2. All IRB proposals must be shared with “Education IRB” (whether new proposals or those being resubmitted after revisions). Full review proposals need to be submitted by the 1st of the month to be reviewed that month. Exempt and expedited proposals can be submitted at any time.

3. All IRB proposals must have the following forms:
   a. COE IRB cover sheet
   b. UMSL Application cover sheet (01 Study Overview/Checklist)
   c. UMSL Application for Exempt Review, Expedited Review, OR Application for Full Review
   d. Consent form(s) if required. Please use the consent form labeled as COE Consent form as it is tailored for research typical in a College of Education
   e. Assent form if required. Please use the assent form labeled COE Assent form as it is tailored for research typical in a College of Education
   f. If there is no consent form then an information sheet/letter for participants must be included. This information sheet should state that participants may withdraw at any point without penalty, that they have the right to not answer any questions, and it should contain contact information for the investigator
   g. If you are sending out an invitation to participate (such as to a listserv or a website) then you should include a copy of that invitation too
   h. If you are using surveys/questionnaires/interviews you need to include a copy of the questionnaires or interview questions in the proposal package

4. If the proposal is an exempt or expedited proposal then our IRB administrator will assign it to one of the six members of the COE IRB committee for review. This committee member will review it and will communicate to you about it via email (using the IRBnet.org system). If the proposal is not ready to be signed you will receive email suggestions for changes or your documents will be edited and uploaded to IRBnet.org for your use. Full Review proposals will be reviewed by the whole committee at its monthly meeting. You are asked to attend the monthly meeting if you submit a Full Review proposal. Our IRB administrator will send you an email alerting you to the time and place for the meeting.

5. When you have received the required electronic signatures from your faculty sponsor (if you are a student) and the COE IRB Committee chair or member, then it is your responsibility to SUBMIT your proposal. Submitting your proposals triggers the campus review process. You MAY NOT collect any data until you receive approval from the university IRB officer.
A copy of the checklist the COE IRB committee will be using to evaluate each IRB proposal is available (see COEchecklist.doc). Checking it yourself before submitting an application to the committee should greatly reduce the extent of revisions required by the committee.