

IRB Information

Levels of Review

- All projects in which data collection of a minor will occur **must** complete the IRB process, with both the University and the site where the research is being conducted. Most “regular classroom interventions” are considered **exempt**, but this is to be determined by the IRB Committee Chair.
- Those projects in which data from voice, video, digital, or image recordings made for research purposes occurs must be reviewed by the College IRB Committee. This is considered an **expedited** level of review, but the risk to participants is still considered minimal.
- Research with human participants or their data that is not eligible for exemption or expedited review must be reviewed by the University IRB Committee. Protocols requiring **full review** involve greater than minimal risk, minimal risk activities that do not meet the criteria of the expedited categories, or involve vulnerable subjects requiring additional protections.

Consent

- Only the data of those participants who provide consent may be included in the project. If the participants are minors, you must obtain parental consent and participant assent.

Components of the IRB Proposal Submission

- Prior to submission, please edit proposals for grammatical errors.
- Curriculum Projects need to be emailed to Dr. Williams for review. Please include the chair on the email when sending the Proposal Cover Sheet, Purpose and Method sections. Please include all three pages of the Mentor Agreement.
- IRBs will be reviewed weekly. Please upload to the [WSU IRB website](#), to the link outlined below. Please allow two weeks for review.
- The following documents should be uploaded:
 - The IRB Application with signatures from PI and Committee Chair
 - Consent Forms & Informational Letter for participants and guardians
 - Surveys/Interviews/Assessments/Observation Protocols to be used in the study
 - Mentor Agreement- Include all 3 pages of the Mentor Agreement.
 - CITI Forms for all individuals who will have access to the data (PI, any other investigators, and the committee chair
- Be sure and upload to the **College** submission, and not full university committee review. The decision for full university review will be determined by the college committee.

[SUBMIT APPLICATION FOR FULL BOARD REVIEW](#)

Final Notes and Reminders

- Application **MUST** contain all required signatures **PRIOR** to submission or application will not be reviewed.
- Applicant is required to retain original paper application with signatures until completion or termination of project.
- These files will be archived in Box or other comparable web-based storage platforms.

Amendments to Existing IRB Approved Studies

- Any changes to existing IRB approved projects require an Ammendment. Examples of changes include (but are not limited to): addition of investigators, changes to methodology, increase in subjects and changes to target population.
- To submit an ammendment to an Existing IRB Approved Study complete: [Amendment Form](#)
- Submit original application with changes highlighted to the appropriate sub-committee

College Sub-Committees

Arts and Humanities Sub-Committee Chair	Business Sub-Committee Chair
IRB Chair SUBMIT APPLICATION	Dr. Chuck Kaiser 801-626-6103 chuckkaiser@weber.edu SUBMIT APPLICATION
EAST Sub-Committee Chair	Education Sub-Committee Chair
Dr. Kyle Feuz 801-626-7864 kylefeuz@weber.edu SUBMIT APPLICATION	Dr. Natalie Williams 801-626-8654 nataliewilliams1@weber.edu SUBMIT APPLICATION
Health Professions Sub-Committee Chair	Psychology Sub-Committee Chair