

Jane Addams College of Social Work
Guidelines for Submitting an Application for IRB Review and Approval of Research
Revised August 2, 2011

UIC has established the Institutional Review Board (IRB) which is responsible for ensuring that federal regulations “for protecting human research subjects outlined in UIC policy, the Department of Health and Human Services (DHHS) regulations (45 CFR 46) and the Food and Drug Administration (FDA) regulations (21 CFR Part 50 & 56) as well as other requirements are met.” The University of Illinois at Chicago’s policies and procedures for the protection of research subjects are posted on the Office for Protection of Research Subjects (OPRS) website (<http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/index.shtml>). It is the responsibility of investigators to become familiar with the IRB forms, policies, and procedures posted on the OPRS website.

All research conducted by Jane Addams College of Social Work faculty and students must receive written approval from a University of Illinois at Chicago Institutional Review Board (IRB) before the research can begin. UIC OPRS policies require that all student and faculty investigators must complete a three-hour training session conducted by the UIC OPRS before their research protocols can be reviewed and approved by an IRB. This requirement can be met through completion of a web-based program as well. OPRS also requires investigators to successfully complete two hours of continuing education every two years. This continuing education must be approved by the OPRS. OPRS will not accept an IRB application and assign it to an IRB to review if investigators have not completed the required training. Please refer to the OPRS website for specific guidelines and announcements of dates of the initial training and continuing education events (<http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/index.shtml>).

Educational Activities Involving Human Subjects: Some courses require students to collect data from human subjects. In many cases, these “normal educational activities” do not require IRB approval. It is the responsibility of the instructor to ensure that research activities are in compliance with ethical guidelines and to determine whether IRB review is required. If there is intent to publish findings or to present them at a conference, IRB review is required. Graduate theses and dissertations are clearly understood as "research," and fall within IRB jurisdiction. The OPRS guidelines on normal educational practices should be consulted at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/policies/0232.pdf>.

Research investigator responsibility

Research investigators have an essential role in helping UIC meet its institutional responsibilities to protect human research subjects. That role is carried out when investigators perform the fifteen responsibilities listed at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/policies/index.shtml#sec10>

The importance of these twelve responsibilities becomes apparent if the investigator does three things:

- ❑ Read the Belmont Report
- ❑ Complete the initial IRB training
- ❑ Complete the required continuing education every two years.

The Belmont Report may be downloaded at <http://www.hhs.gov/ohrp/policy/belmont.html>

The initial training and continuing education requirements may be found at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/index.shtml>

Determining the Level of Review and Completing the Appropriate Forms:

Getting Started: Consult

http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/getting_started.shtml to determine whether IRB review is required and what level of review is required.

Exempt Protocols: If you believe that your research may be exempt from review by the full IRB consult OPRS guidelines by selecting the claim of exemption form from the forms menu at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml#Type1>

Expedited Review: If you believe that your protocol qualifies for expedited review, complete the forms for *Initial Review - Social and Behavioral Sciences* located at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml#Type1>.

Full Review: If you believe that your protocol requires review by the full IRB, complete the forms for *Initial Review - Social and Behavioral Sciences* located at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml#Type1>. Skip the pages that require justification of expedited review.

The investigator should complete, sign, and submit one copy of the appropriate form and a research protocol, along with necessary attachments and a JACSW IRB Review and Approval Processing Request Form (http://www.uic.edu/jaddams/college/research_public_service/policy_center_research_forms.html) to Jane Addams Center for Social Policy and Research Center staff (leave in Policy and Research mailbox #3). Policy Center staff will secure the Dean's signature, make the appropriate number of copies, and will ensure that they are delivered to the UIC OPRS and logged in for IRB review. In most cases, two full business days are required for securing signatures, photocopying and delivery of protocols. The investigator will receive a submission receipt.

The UIC IRB often requires modifications or deferrals (revisions and resubmission) of the protocol. The investigator should submit a response to modifications or deferral to the Policy Center staff along with a JACSW IRB Review and Approval Processing Request Form (http://www.uic.edu/jaddams/college/research_public_service/policy_center_research_forms.html) to Jane Addams Center for Social Policy and Research Center staff (leave in Policy and Research mailbox #3). Policy Center staff will make the appropriate number of copies and deliver resubmissions to the UIC IRB.

Amendments, Continuing Reviews, and Final Reports:

1. Any changes to approved IRB protocols must be approved by the IRB before implementation.
2. Protocols approved as expedited or by the full IRB require continuing review forms be completed within the time period approved by the IRB (usually 12 months). A continuing review application for expedited or full review requires an appendix M (for research data

security monitoring), and a research protocol. The research protocol should be revised as needed to accurately describe the research as it is actually being conducted.

3. Final reports should be submitted to the IRB for all completed projects, once all data analysis has been completed. Refer to the OPRS forms menu at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml#Type8> to complete the Final Research Report form.
4. The investigator should submit the amendment, continuing review or final report applications to Policy Center staff, who will secure the Dean's signature if it is a continuing review application, make the appropriate number of copies and deliver them to OPRS. Allow at least two full days for duplication and delivery.
5. It is necessary to use the most current version of the IRB application forms. Please check for the most current form at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml>

Student Investigators: Whether submitting research with a claim of exemption, or for expedited or full review, or submitting an amendment, continuing review, or a final report, student investigators should first submit their completed protocol to their faculty sponsor (e.g. dissertation committee chairperson or faculty member supervising a research project) for review and approval. Faculty sponsors should review the protocol carefully and provide detailed feedback to the student investigator to ensure that the protocol is in good shape. The student should incorporate the feedback and once approved by the faculty sponsor, proceed to the next step.

Plan ahead and be precise in completing the IRB forms. The University IRBs meet every two or three weeks. In addition, protocols requiring full review must be delivered to the UIC OPRS two weeks in advance of an IRB meeting, in order to be reviewed at that meeting. Deadlines for IRB protocol submissions and meetings can be viewed at <http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/meetings.shtml>. It is also common for the UIC IRB to request modifications or to defer approval of a protocol until revisions are made or the investigator provides additional information.

Data Research Plan

Recently the Research's Human Subject Protection Program has been actively engaged in the development and implementation of a Data Security Plan for research at UIC. This plan requires that researchers document how they will protect the data they are working with and/or storing. A specific new requirement pertains to the storage of any personally identifiable sensitive information in electronic portable devices (including but not limited to laptops, external hard drives, flash drives, and smart phones). Under the new requirement, storage such information on these types of devices is not allowed unless the data is encrypted or identifiers removed and stored in a separate location. College or Departmental IT administrators and ACCC should be consulted to assist investigators with encryption. Beginning March 15, 2011 all research protocols that involve the use of any identifiable sensitive data submitted for continuing review must be accompanied by Appendix M (i.e., the research Data Security Plan). For information on building and managing online databases please visit <https://www.redcap.ihrp.uic.edu/>.

The chart below is a quick reference which will direct you to important IRB related information:

Information	Contact Website And/Or Telephone
Contact Information	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/contact.shtml 312-996-1711 uicirb@uic.edu
Investigator Responsibilities	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/policies/index.shtml#sec10
Belmont Report	http://www.hhs.gov/ohrp/policy/belmont.html
45 CFR 46	http://ohsr.od.nih.gov/guidelines/45cfr46.html
Meeting and Submission Deadlines	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/meetings.shtml
Forms	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml
Education and Training	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/education/index.shtml
Policies and Guidelines	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/policies/index.shtml
Other Resources	http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/resources.shtml