

Antioch College Institutional Review Board (IRB) Frequently Asked Questions

Antioch College's Institutional Review Board (IRB) was established in late 2013. The IRB is responsible for reviewing proposals for research at the College or while on Co-op that involves human participants. All researchers who intend to use human participants in their research study must review and follow IRB policies and procedures and gain approval before proceeding with the study. Below is a brief FAQ on the role of the IRB, along with processes for submitting research proposals.

What is the IRB?

- + The IRB is a College committee that reviews research proposals from the research community at Antioch (including students, faculty and staff) that involve human participants. The IRB ensures that the rights of participants are protected and that the proposed study is ethical.

Who is on the IRB?

- + The members of the College IRB serve one-to-three years terms, and are primarily representatives from Co-op and the social, behavioral, and biological sciences. Additionally, one member must not be affiliated with the College or related to anyone affiliated with the College. By discretion, the IRB may invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. However, these individuals may not vote with the IRB.

How do I contact the IRB?

- + The IRB can be reached through the following email address: irb@antiochcollege.org
- + Additionally, you may contact the institutional research coordinator and IRB chair, Jim Woehrle: jwoehrle@antiochcollege.edu

How do I know if my research project needs to be reviewed by the IRB?

- + The IRB application should be read and understood by anyone contemplating a project involving human participants, including interviews collected for a class project.
- + All members of the Antioch community should review the College IRB policy, which contains important definitions, examples, and flow charts defining research.

Where do I get an IRB application to submit a research proposal?

- + Contact the IRB via email, irb@antiochcollege.org to request an IRB application
- + You may also download an application on the College website

How long does it take to receive the status of my research proposal?

- + The IRB typically meets weeks 3, 5, and 7 of each term. Proposals are due 1 week in advance of the meeting. Contact the IRB chair for exact meeting dates/times.

Once I receive IRB approval, can I start my research study?

- + BEFORE commencing research, all College researchers must complete the training in human participant research module provided by the National Institute of Health (NIH). To complete this training, researchers must register with the NIH and proceed through the online tutorial.
 - o Access NIH registration and training: <https://phrp.nihtraining.com/users/login.php>

How long does IRB approval last for a research study?

- + IRB approval is valid for one year. If significant changes are made to the study anytime during the research process, the research proposal must be resubmitted to the IRB for a new review.

Does the IRB offer any assistance with the development of research proposals?

- + The IRB includes members of the Office of Institutional Effectiveness and Research (IER). IER will consider requests for assistance with the development, deployment, and analysis of proposed research studies conducted by the academic committees and administrative units as time permits. Assistance with proposed research studies conducted by College students, faculty and staff may also be considered, but these will have a lower priority. IER will deny a request for assistance if office resources are not available.