BRANDMAN University

CHAPMAN UNIVERSITY SYSTEM

BRANDMAN UNIVERSITY INSTITUTIONAL REVIEW BOARD
IRB Online Student Application Procedures

The Brandman University Institutional Review Board has the responsibility and authority to review and approve all research projects by Brandman faculty and students conducting research involving human subjects as defined in 45 CFR 46.102. All investigators must submit their research protocol to the Institutional Review Board (IRB) for review and approval prior to commencing the research project. The BUIRB will approve only research that conforms to the professional standards as understood within the relevant discipline.

The BUIRB consists of a least one member from: Arts and Sciences; Education; Nursing and Health Professions; Institutional Research and Planning; Community Member; and Human Research Protection Officer.

APPLICATION SUBMISSION TIMELINE:

IRB Committee Meeting Schedule:
BUIRB meetings take place on Thursdays throughout the academic year, and are generally every other Thursday, except for the summer and the December holiday season when fewer meetings are scheduled.

Applicant Submission Deadline:
In order to be placed on the agenda for a given meeting, a complete application must be both approved by the Dissertation Chair and screened by the IRB Coordinator a week ahead of the scheduled meeting by Wednesday, 5:00 pm PST**.** An application may take 24-48 hours to process, depending on any needed revisions. Applicants are advised to submit their application well ahead of the Wednesday deadline to secure a place on the meeting agenda.

A schedule for all upcoming BUIRB meetings, and their corresponding deadlines, can be accessed at: irb.brandman.edu.

Agenda Placement Notification:
Applicants will receive confirmation that their application is accepted for the committee's review as their applications are processed, no later than the **Friday (5:00 pm PST)** before the scheduled meeting.

The following document was prepared to assist applicants in completing the online application and consists of two sections:

1. **Process** (a description of each step involved in IRB review and approval)
2. **Frequently Asked Questions**

In addition to this document, applicants may find other resources available at irb.brandman.edu, including a detailed workflow program that illustrates each stage of the IRB approval process. Applicants may also contact the IRB Coordinator at buirb@brandman.edu.

Part 1: PROCESS

- **STEP ONE:** Access the online application at the link provided on the IRB homepage: irb.brandman.edu. The applicant must be logged into MyBrandman to access the application. If the applicant is not logged in, (s)he will receive a prompt to provide MyBrandman credentials.

  ***Note:** The online application will time out in one hour. Please begin the application only when you are ready to submit.

- **STEP TWO:** Complete all applicable sections of the application and ensure the following attachments are provided and labeled in the following nomenclature: **BUIRB_Surname_DocumentName** (e.g. BUIRB_Smith_NIH or CITI Certificate)

  In completing a thorough application, applicants should address the following common omissions:
  - In Part 2 regarding the *Description of Human Subjects*, specify an age, even if it is a broad estimate (e.g. adults 18+).
  - In the textbox in the *Privacy and Confidentiality* section, in addition to other considerations, do not neglect to indicate how data will be disposed of and destroyed following the study. Provide a timeline as to when such data will be destroyed (e.g. "after 3 years of the completion of the study").
  - If interviews will be conducted as part of the study and such interviews will be recorded, be sure to:
    - Check "Audio/Video Recording and Analysis" in *Data Collection (under Part 2 – Study Design, Methods and Procedures)*
    - Check "Photos/images/audio recording" in *Privacy and Confidentiality* (Part 4)
    - Also ensure the Informed Consent form mentions that interviews will be recorded.

  Attachements required of all applications:
  - ☐ Copy of NIH or CITI certificate
  - ☐ Informed Consent form or Request for Waiver of Informed Consent:
    - For participant informed consent:
      - Follow the structure and content of the model provided at irb.brandman.edu
      - * In section c, include the Dissertation Chair's contact information, as well the contact information of the applicant/primary investigator.
      - For the sake of the investigator's privacy and to reinforce the project's affiliation with Brandman University, provide a Brandman e-mail address for contact instead of a personal or work e-mail address.
      - Ensure the level of risk mentioned in the Informed Consent form reflects the level of risk mentioned in the online application form.
      - Ensure that if *recorded* interviews or focus groups will be utilized as part of the study that the Informed Consent form mentions the audio recording.
    - For research involving minors, two forms are required:
      - Follow the structure and content of the following model for the Minor Assent form (template available at irb.brandman.edu)
      - Follow the structure and content of the following model for the Parental Informed Consent form (template available at irb.brandman.edu)
  - ☐ Research Participant's Bill of Rights*
    - Use this document prepared by Brandman University with letterhead. Do not copy and paste content into another document. (https://irb.brandman.edu/Guidelines_Forms/ResearchParticipantsBillofRights.pdf)

Other attachments that will be required, depending on design:

- ⌋ If conducting the research project on a site, include a site permissions letter or e-mail.
- ⌋ All recruitment materials (scripts for invitations sent via e-mail, letter, and/or telephone; flyers; social media postings; etc.)
- ⌋ All instructional materials (e.g. if hosting information sessions), including PowerPoint slides and form distribution.
- ⌋ All surveys, questionnaires, assessments, and interview scripts.
- ⌋ For all instruments (surveys, questionnaires, assessments, etc.) developed by a third party, include a permission letter granting permission to use said instruments.

- **Step Three:** After the applicant has submitted the online application, the Dissertation Chair will receive an e-mail invitation to review the application. The Dissertation Chair must be logged into MyBrandman to access the review page and the application. The Dissertation Chair may request revisions or approve the application to move forward.

- **Step Four:** After the Dissertation Chair's approval, the IRB coordinator reviews the application for completion and instruction compliance. The IRB coordinator may request revisions. Once the application is complete per specifications, the IRB Coordinator will process the application and place the application on the agenda for the IRB Committee's next meeting.

- **Step Five:** The members of the IRB committee will review and discuss each application. There are three possible outcomes for each application. Each outcome will be communicated to students via e-mail:

  a. **Approved as submitted:** No revisions are required. The applicant may proceed with research.
  b. **Approved with minor revisions:** Minor revisions are required. Requested revisions will be sent via e-mail. Once the applicant resubmits the application with the requested revisions, the IRB Chair will review the application a final time.
  c. **Major modifications required:** Several revisions are required. Requested revisions will be sent via e-mail. The application must be revised and undergo all rounds of review beginning with the Dissertation Chair's review.

  NOTE: If an applicant wishes to make changes *after* IRB approval has been granted, the applicant must submit a Request for Modification PDF form (available at irb.brandman.edu) to buirb@brandman.edu. The IRB Chair will review and will make a determination as whether to approve the request. The applicant will be notified of the outcome via e-mail.

Part Two: FREQUENTLY ASKED QUESTIONS

***Q:* Which type of review do I request – expedited, exempt, or full?**

A: Please consider the following factors in determining which review is most appropriate for your application, and consult with your Dissertation Chair:

1) **Expedited Review:** This review is appropriate for research projects that pose *minimal risk* to participants, maintain subject *confidentiality,* and use *non-invasive* procedures. See https://irb.brandman.edu/Guidelines_Forms/ExpeditedCriteria.pdf for criteria for exempt review.
2) **Exempt Review:** This less stringent review is appropriate for research that falls into 1 or more of 6 federally designated categories in which the least risk is posed to participants. Some examples of exempt research include: utilizing archival and/or publically available data, passively observing public behavior without collecting identifying information, etc. See https://irb.brandman.edu/Guidelines_Forms/ExemptCriteria.pdf for a list of qualifications.
3) **Full Review:** This review is appropriate for research projects involving vulnerable populations (e.g. minors, pregnant women, inmates, cognitively impaired individuals, non-English speaking persons), sensitive subjects (e.g. drug use, sexuality), or involve procedures that could result in emotional or psychological distress. See https://irb.brandman.edu/Guidelines_Forms/FullCommitteeReviewCriteria.pdf for conditions that require full review.

Q: **Which level of risk do I select – minimal risk, less than minimal risk, or more than minimal risk?**

A: Minimal risk is defined as, “the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests" (45 CFR 46.102(i)). Consult with your chair in determining if your project presents “minimal risk,” “less than minimal risk,” or “more than minimal risk.”