Steps to Complete IRB submissions

1. During 6085 you completed the National Institute of Health (NIH) electronic modules and received a certificate of completion. That certificate is good for 3 years. Make sure you have a copy of that form.
2. Take the following steps to submit your Institutional Review Board (IRB) form for review:
3. Use the WSU Master of Education Guidelines Manual to prepare and format your proposal. Submit your proposal to your committee chairman and committee members. Meet with they for approval. You MUST have the **signature page (not the proposal)** from your proposal signed by all members before submitting the IRB forms.
4. Complete the IRB [http://weber.edu/IRB/application\_form.html](http://weber.edu/IRB/application_form.html" \t "_blank)
5. Make a hard copy and you sign it as Primary Investigator (PI) and your chair signs as Master’s Chair (usually in the place for department chair).

6. You must include:

* IRB form
* Letter of Informed consent (there is a template on the IRB site for this. For those who need a letter notification of Informed Consent because you do not need parent signatures, a template will be forthcoming)
* Any instruments you will use to gather data
* NIH certificate for the PI and MED Committee Chair
* Signature page from your proposal

1. Submit the IRB form, informed consent, data gather instruments, NIH and Signature page in electronic form only(no hard copies accepted) to: Linda Gowans [lgowans@weber.edu](mailto:lgowans@weber.edu)
2. For those Masters of Education students who propose research using subjects within a given school district, you need to secure approval from the district IRBs before you can begin your research.

Finally,

For professors who propose research projects which involve students at WSU, please take time and give thought to how you give extra credit for participation in the project. Students have the legal right of refusal without fear of repercussion in any form. In other words, you must provide other opportunities for nonparticipating students to acquire the same extra credit as those who participate and for those who chose to discontinue a project, full credit must be given. The IRB at WSU will not approve an application, which does not explicitly state the options students will be given to earn extra credit. Moreover the options for earning extra credit should be of equal difficulty in comparison with participation in the project. Inequitable extra credit options are considered unethical. We strongly recommend that the instructor provide detailed information regarding extra credit in the syllabus at the beginning of the semester and submit a copy of the syllabus with the application. If the project is proposed later on during the semester, detailed information regarding options for extra credit must be supplied to the students in the form of a signed consent or information letter.

SAMPLE:

