

IRB Special Instructions November, 2016

- **Build sufficient time for IRB approval into your plan.** IRB review times vary depending on the quality of the initial submission, the complexity of the research, the researcher's responsiveness to IRB requests, and the volume of applications currently under IRB review. Keeping in mind these variables may result in shorter or longer review times, a good rule of thumb for planning is to allow up to six weeks for minimal-risk studies, and at least two months for studies requiring Full Board review (generally more than minimal risk).
- **Keep your study activities and the risks to participants manageable.** The greater the complexity of the research and/or the risks to participants, the more IRB review time you will need to build into your plan.
- **READ the materials on the IRB web pages BEFORE you complete your IRB application.** Begin at <http://nau.edu/Research/Compliance/Human-Subjects/> and follow links to additional pages.
- **Submit your project to IRB prior to (or at least early in) your initial semester.** The IRB's busiest time is between weeks 5 and 11 of the semester. If you must submit your project during this timeframe, plan on additional time for review.
- **CITI – Basic Human Subjects Certificate:** All student researchers, their mentors, and any other members of the research team must have a current CITI – Basic Human Subjects course certificate with scores of 80% or better.
- **Obtain Letters of Authorization to conduct research at off-campus locations in advance.** If you will be recruiting or conducting your research off the NAU campus, or your research will take place in NAU classrooms, contact the research location or professor early to obtain their authorization. Authorization letters should include (1) the PI name, (2) the name of the study, (3) a statement that permission to conduct the research is granted and the signer is authorized to grant permission; and (4) the name, title, email and phone number of the signer. Upload the authorization letter(s) with your IRBNet research application package.
- **Think about data security.** Incorporate robust confidentiality and data security measures into your study design. The greater the risks to participants if data is inadvertently disclosed, the higher the level of security that will be required.
- **Use current forms and tools found in the IRBNet Forms and Templates library.** These documents are frequently revised and updated. Submissions using outdated forms will not be reviewed.
- **Be thorough.** Your research application should provide enough information to enable the IRB to fully understand the purpose and nature of your study, the study procedures, and the security measures, so that we can fully evaluate the potential benefits and risks to participants.
- **Work closely with your faculty sponsor.** S/he has valuable experience to share about submitting IRB applications.
- **For additional questions,** contact the IRB office at 928-523-9551, irb@nau.edu.