It is our goal to guide you through the IRB process and give you an understanding of the importance of the IRB and our compliance with the process.

What is the purpose of an IRB? The purpose of the IRB is to review projects involving human research to ensure that the subjects are treated humanely and fairly. Failure to comply with federal regulations by not having a functioning IRB or not notifying the IRB of such projects and obtaining approval prior to starting a project could cause UC to lose federal funding. Therefore, it is extremely important that these projects go through the proper approval process and you do not begin any human research until you receive a written approval from the IRB.

When do I need to have a project reviewed by the IRB? Any time you have a project involving collection of data or samples from human subjects or research on human subjects. This includes surveys, unless they are only asking for opinions. (Refer to UC-IRB website for more detailed guidelines.)

Who is the Principal Investigator? This must be a UC faculty member, normally the faculty member assigning the project.

How do I submit an application?

- Meet with your Professor/Instructor to discuss the type of application you need. Review the checklist on our site for more detail. Once you select the type of application, it will list the forms required.
- Complete the application in its entirety, attach any additional forms (surveys, consents, questionnaires, tests, etc.) and sign the application under "Other Investigator."
- Take the completed application packet to your Professor/Instructor and ask him/her to review it and sign off on it. Then:
  a) Submit an electronic copy of your proposal to the IRB via email to: irb@ucwv.edu
  b) Submit your signed (paper) copy via interoffice mail to: Institutional Review Board, UC-Charleston, Box 9.

What happens next? Upon receipt of your application packet, it will be checked for completeness by the IRB coordinator, all required signatures and all required documents. If it is acceptable, it will be forwarded to the IRB members for review. If it is not acceptable, it will be returned to your Principal Investigator for corrections.

Once your application has gone out for review, the Board will review the material. If the reviewers accept your application as is, your application will be forwarded for approval to the IRB Chair. If the reviewers

do not accept your application as is, you will be notified to make modifications or clarifications. At that point, your response is required before your application can move forward.

How long does it take to get approval? Assuming that the proposals are complete and that no major revisions are requested, the timeline for processing applications will be as follows: Exempt Review, four weeks; Expedited Review, six weeks; Full Review, eight weeks.

How do I know when my application is approved? Once your application is approved, you will be issued an approval letter with your application number.

How long is my approval valid? Once approved, your approval is valid for one year. If you expect your project to go beyond your one-year anniversary, it is your responsibility to get with your PI and submit a "Renewal/Progress Report" 60 days prior to the expiration.

Other Reports? Once you have completed your project, you must formally close it. You will need to complete a "Closure Report" and have it signed by your PI, then attach a copy of your summary before forwarding to the IRB. If your project requires work beyond the expiration of approval, you will need to complete a "Renewal Application / Progress Report."