UIUC Institutional Review Board

http://www.irb.illinois.edu/

All research involving human subjects that is conducted at or sponsored by the University of Illinois at Urbana-Champaign (UIUC), whether funded or unfunded and whether conducted by UIUC faculty or others, must comply with applicable policies for the protection of human subjects.
Application for Exemption

Title 45, Code of Federal Regulations §46.101(b)(5) exempts research and demonstration projects that are conducted by or subject to the approval of department or agency heads, and that are designed to study, evaluate, or otherwise examine public benefit or service programs;

– procedures for obtaining benefits or services under those programs;

– possible changes in or alternatives to those programs or procedures; or

– possible changes in methods or levels of payment for benefits or services under those programs.
IRB requirements

• Application for Exemption
• Sample survey w/ Informed consent form
• Collaborative Institutional Training Initiative (CITI) modules (required for all investigators)
  – The Belmont Report
  – History and Ethical Principles
  – Defining Research with Human Subjects
  – Informed Consent
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/29</td>
<td>Team decides to conduct survey</td>
</tr>
<tr>
<td>10/9</td>
<td>Sub-Team formed to draft instrument</td>
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<tr>
<td>10/20</td>
<td>Decision to seek IRB approval/exemption</td>
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<tr>
<td>10/29</td>
<td>IRB exemption application filed</td>
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<tr>
<td>11/6</td>
<td>1st note to IRB to check status</td>
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<tr>
<td>11/12</td>
<td>IRB responds with recommended changes</td>
</tr>
<tr>
<td>11/18</td>
<td>2nd note to IRB to check status</td>
</tr>
<tr>
<td>11/18</td>
<td>No Worries! IRB approves survey</td>
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IRB Recommendations

-- please add a statement that your study involves research.

-- please include your name, title, and departmental affiliation as the person conducting the research.

-- please consider revising the dissemination statement in to include possible journal article publications and conference proceedings

-- please consider adding a statement that participants should print a copy of the consent form for their records
The easy part:

• Setting up the questionnaire
  – UIUC Webtools
    • https://illinois.edu/toolbox/0.navigation

• Tallying the results
  – Importing results into Excel