

Faculty Approval Form for Submission of Student Work for the Approval of the Institutional Review Board (IRB)

We hope that the following checklist will be helpful to you as each item represents a step that needs to be completed in order for a project to be approved by the IRB. If your student's work successfully addresses each of the points below this will expedite the IRB approval process.

Place a check mark (or indicate that the item is not applicable) next to each of the following to indicate your compliance with the standards of the IRB. Proposals for IRB review must have the checklist below completed by the faculty supervisor of student research before IRB review. (You might consider giving this checklist to your students so that they are aware of IRB standards as well.)

- _____ All sections of the King's College IRB form have been completed.
- _____ Copies of all surveys and appropriate research material are included with the IRB form.
- _____ When permission outside of King's College is required, the original approval forms from the outside institution are included with the IRB proposal.
- _____ The short- and long-term risks mentioned in the IRB proposal are also included in the informed consent form.
- _____ The primary researcher has completed the ethics in research tutorial offered by the National Institute of Health (NIH) which can be found at <http://www.cancer.gov/clinicaltrials/learning/humanparticipant-protections>. The certificate indicating the student has completed the tutorial should be included with the IRB application.
- _____ If parental consent is required, the informed consent form is appropriately addressed to parents.
- _____ When surveys are conducted online, appropriate instructions are included in the online materials informing participants of their rights.
- _____ Your signature is required on the IRB form.

Although the following are not standards of the IRB, they represent professional and academic standards that reflect upon the IRB and King's College. Although the IRB may approve proposals with the following issues, we hope you, as the supervising faculty member, will insure that the following issues are addressed before any data are collected.

_____ When surveys are developed by the author(s) they are free of spelling and grammatical errors.

_____ The IRB form is completed using complete sentences.

_____ The IRB form is typed, word-processed or printed clearly in ink.

If you have any questions prior to completing your IRB form, please contact Dr. Ann Yezerski, Chairperson of the IRB, and she will be pleased to assist you in completing your application. The IRB appreciates your support in encouraging student research and we will do what we can to support you in this important activity for our students and King's College.