

# Institutional Review Board Guide for Honors Projects



## What is IRB?

Before any research involving human subjects can be initiated, it must have received IRB review and approval. The Institutional Review Board (IRB) is the administrative and decision-making body having responsibility for review and approval of research involving human subjects. IRB exists to make sure people are doing ethical science and treating their participants respectfully. IRB approval is required if you are engaging in human subject research.

## Who may need IRB approval?

If you are working with human subjects, then you may need IRB approval. Submit your materials to IRB for an informal review. Contact their office at (419) 372-7716 or [irb@bgsu.edu](mailto:irb@bgsu.edu).

## What is the process?

As the researcher, go to IRBNet.org and set up an account. You and your faculty will complete the IRB training module. This training module will take some time. Once your training is complete and you have your materials, you may submit your materials to IRB through the IRBNet account.

## What is the timeline?

The IRB committee meets and reviews requests once a month. Submit materials according to the posted submission deadlines on the IRB website.

## What is the outcome?

You will receive an approval letter to begin your research or a request to edit and resubmit materials. Once approved, you may start your research immediately (sending out surveys, conducting interviews, etc). If you need to edit and resubmit your materials, work with your faculty advisor to edit the document and resubmit your materials following the directions at IRBNet.org.

## Tips for IRB submission:

- Submit early** and be patient. You may need to make revisions and resubmit.
- Additional resources on IRBNet.org account (Under Other Tools: Forms and Templates):
  - o Consent Form Templates
  - o Review criteria for materials approval
  - o Request a sample/template proposal from the IRB office

Link to BGSUIRB

