

MEMORANDUM

DATE: May 18, 2009
 TO: Researchers/Investigators
 FROM: Institutional Review Board (IRB) for the Protection of Human Subjects in Research
 SUBJECT: **IRB Protocol Due Dates for the 2009 - 2010 Academic Year**

NOTE: All researchers/investigators who submit a research protocol to the IRB must complete the required IRB CITI Training course and provide documentation. To learn more about this required course, please visit the CITI Course in the Protection of Human Research Subjects website through the IRB website at: <http://www.moreheadstate.edu/rgc/secure/index.aspx?id=6943>

CITI course completion certificate must be submitted with the protocol application. Protocol applications submitted without the attached certification will not be reviewed.

Any faculty, staff, or student proposing to involve human subjects in research is required to have a protocol reviewed and approved by the MSU Institutional Review Board (IRB) for the Protection of Human Subjects in Research prior to conducting the research. The IRB's policies and forms are available online along with helpful advice about the review process. To view the IRB handbook and forms, go to: <http://www.moreheadstate.edu/rgc/secure/index.aspx?id=6943>.

In addition, researchers/investigators are strongly encouraged to discuss their protocol application with a member of the committee, which should facilitate timely protocol preparation and review. If you would like to participate in the IRB Mentoring Program prior to protocol submission, please contact Samuel Faulkner, s.faulkner@moreheadstate.edu or Laurie Couch, l.couch@moreheadstate.edu.

The IRB reviews three types of protocols: Exempt, Expedited, and Full-Board protocols. To submit a protocol that may qualify as Exempt, complete the Request for Exemption from Federal Regulations application form. If the protocol may qualify as Expedited or Full Board, complete the Application for Expedited or Full-Board Review. For guidance on which type of protocol to submit, please consider participating in the IRB Mentoring Program or view the IRB website for more information.

IMPORTANT:
The IRB accepts Requests for Exemption at any time and reviews the protocols promptly upon receipt. Protocols that qualify as Expedited can also be submitted at any time, and are reviewed promptly upon receipt.

Protocols that qualify for Full-Board Review must be submitted based on the following review schedule:

DUE DATES FOR PROTOCOLS REQUIRING FULL-BOARD REVIEW 2009-2010 Academic Year	
September 8, 2009	Full-Board Review (Exempt and Expedited accepted at any time) <i>IF YOU ARE SUBMITTING A PROPOSAL TO THE RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE FOR A FALL GRANT THAT REQUIRES IRB APPROVAL, THE PROTOCOL MUST BE SUBMITTED BY SEPTEMBER 8, 2009.</i>
October 5, 2009	Full-Board Review (Exempt and Expedited accepted at any time) <i>IF YOU ARE SUBMITTING A PROPOSAL TO THE RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE FOR A SUMMER FELLOWSHIP THAT REQUIRES IRB APPROVAL, THE PROTOCOL MUST BE SUBMITTED BY OCTOBER 5, 2009.</i>
November 2, 2009	Faculty, staff, and/or students submitting a proposal to an external agency or protocols used for personal/professional research that require Full-Board review.
February 1, 2010	Faculty, staff, and/or students a proposal to an external agency or protocols used for personal/professional research that require Full-Board review.
March 1, 2010	Faculty, staff, and/or students submitting a proposal to an external agency or protocols used for personal/professional research that require Full-Board review.
April 5, 2010	Faculty, staff, and/or students submitting a proposal to an external agency or protocols used for personal/professional research that require Full-Board review.

Researchers/investigators submitting a protocol requiring full-board review can expect a review response from the IRB within four weeks from the date of the protocol submission. Protocols that involve special populations (e.g., prisoners) or require general counsel review may require a more lengthy review. Additionally, the review process will be delayed if protocols are incomplete or include elements not clearly in compliance with federal regulations.

Number of copies of completed Protocol Application and CITI Training Documentation required:
 Exempt – 2 copies
 Expedited – 2 copies
 Full Board – 10 copies