

To: Heidelberg University Faculty, Staff, and Students
From: Institutional Review Board (IRB)
Subject: Spring 2023 Updates
Date: December 6, 2022

HEIDELBERG UNIVERSITY INSTITUTIONAL REVIEW BOARD



December 6, 2022

Faculty, Staff, and Students

We wanted to remind everyone about important dates to watch for and updates to the review process.

The Full Review deadlines for spring 2023::

- February 11, 2023
- March 11, 2023
- April 8, 2023
 - Reminder that we will not be reviewing proposals during the summer
 - This is the deadline for all proposals that will be reviewed during the Spring semester.

Faculty and Staff need to make sure to complete the IRB ethics training.

All students, who will be conducting research, must also complete the Navigating HU's IRB training:

1. **IRB human subjects ethics training** (online and asynchronous): This must be completed by anyone engaging in research, and it must be completed every two years. You must attach your certificate of completion with your research application.

- When you have completed all of the quizzes in Canvas, email Sarah (IRB Chair) at irb@heidelberg.edu. Let her know you have successfully completed and got 100% on all of the quizzes.
2. **Navigating HU's IRB training** (Zoom): all students and we recommend that Faculty/Staff also complete
- 2/9/23 at 11 am in Zoom (Facilitated by Morgan Kocher)
 - 3/12/23 at 11 am in Zoom (Facilitated by Sarah Lazzari)

The Zoom links and the ethics training modules can be found on the IRB's Canvas page.

The online IRB ethics training is good for two years.

Students must attend the Navigating HU's IRB only once. These dates and times are during "free periods," so there should not be conflicts with these dates and times for students. However, if there is a conflict, please contact the IRB Chair.

****Remember that we will not be reviewing proposals during the summer. The last date to submit a proposal is April 8, 2023. After the Spring deadline, proposals will not be reviewed until Fall 2023.**

All communication will go through the IRB's email: irb@heidelberg.edu.

These details are also on the Canvas page. Anyone conducting human subjects research, will need to self enroll in the 2022-2023 IRB Canvas course, which can be found at the following website.

<https://inside.heidelberg.edu/departments-offices/academic-affairs/institutional-review-board-irb>
Please go to the above webpage, in order to find the link for the Canvas page. Part way down the page, you will find a paragraph that describes self-enrolling in the Canvas course. There is a link to click on. You must enroll in the new Canvas page. The Canvas page from 2021-2022 is closed and unavailable. Please go to the above link to enroll in the new 2022-2023 Canvas page.

Sarah Lazzari (Chair)

Nancy El Gendy

Morgan Kocher

Robbie Oates

Matthew Kennedy

Erica Moyer

Char Pope, outside reviewer