

HEIDELBERG UNIVERSITY INSTITUTIONAL REVIEW BOARD (IRB)



Faculty Meeting 12/7/21

How to find the IRB's Canvas page:

- Start here:
<https://inside.heidelberg.edu/departments-offices/academic-affairs/institutional-review-board-irb>
- Scroll down on the page until you see the paragraph that begins with: "If you are a Heidelberg Faculty or student, you need to first enroll in the 2021-2022 IRB Canvas page."
- You can click: 2021-2022 IRB Canvas Page
- This will direct you to the page where you can enroll in the 2021-2022 Canvas Page.

Student to Student Research:

- To ensure equity among student researchers, funding for student-to-student research must be from advisor-approved grants/scholarships/organizations. Individual researchers, and/or their friends/families, are prohibited from providing any financial and/or material incentives. The source of any and all funding must accompany all incentivized research applications, and will be reviewed by the IRB.

When conducting research in Outside Organizations (Schools):

- Researchers will go through Heidelberg's IRB review process, which includes the IRB application, any recruitment emails, any recruitment language, parental consent/child assent, organizational consent, teacher agreement, etc. There are templates for each of these documents on the IRB Canvas page. You need to utilize the templates that we have created for you. You will also need to fill in a teacher agreement form, for the teacher/s whose classrooms are being impacted. After receiving **tentative approval** from the IRB, the researcher can then approach the school/organization and talk with them about the study. You then

need to return the signed organizational consent and teacher agreement forms to the IRB, before you are given approval to start recruiting participants.

Trainings Required:

- All persons involved in conducting research must complete the IRB Research Ethics Training. This is required for all faculty, staff, students, faculty research advisors, etc. This training must be completed every two years. There are five quizzes that must be completed. Each person must also receive 100% on the quizzes before the training is considered complete. There is an entire Module in the IRB page dedicated to the training.
- All student researchers, along with the IRB ethics training, must also complete an additional training: Navigating HU's IRB. This training began in the Fall of 2021. This must be attended once. There are two Spring 2022 dates. This is a training that happens in Zoom. The links for the meetings are in the Zoom tab on the IRB's Canvas page.

Certificates of Completion:

- The IRB is creating certificates of completion for the IRB Research Ethics Training and the Navigating HU's IRB training.
- These certificates will need to be included in the submission of IRB application materials, starting in Spring 2022.
- The certificates are being created starting Fall 2021.
- They are being added as an attachment in the assignment: Certificates of Completion.

Dates coming up for Spring 2022

- Required for all Students: Navigating HU's IRB--Spring 2022
 - 2/8/22 at 11am in Zoom
 - 3/8/22 at 11am in Zoom
- We strongly advise that research advisors also attend the workshop.
- If there is a project being done in a class, we may be able to have an IRB member join a class to train the entire class. Contact Dr. Lazzari, the IRB Chair: irb@heidelberg.edu
- For class projects there is a semester deadline (even for expedited proposals), in order to be reviewed in the same semester:
 - Spring 2022: April 8th
- Full Review Deadlines:
 - February 12, 2022
 - March 12, 2022
 - April 9, 2022

Please contact Sarah Lazzari, IRB Chair, if you have any questions: irb@heidelberg.edu