

Hi everyone!

The IRB just had a meeting to kick off the 2022-2023 school year, and we wanted to remind everyone about important dates to watch for and updates to the review process.

The Full Review deadlines for 2022-2023 School year are::

- August 27, 2022
- October 15, 2022
- November 12, 2022
- February 11, 2023
- March 11, 2023
- April 8, 2023 (Reminder that we will not be reviewing proposals during the summer)

Faculty and Staff need to make sure to complete the IRB ethics training. Remember that 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](mailto: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
  - Fall 2022:
    - 8/23/22 at 11 am in Zoom (Facilitated by Sarah Lazzari)
    - **9/1/22 at 4pm in Zoom: we added to support graduate students (Facilitated by Sarah Lazzari)**
    - 9/8/22 at 11 am in Zoom (Facilitated by Robbie Oates)
    - 10/11/22 at 11 am in Zoom (Facilitated by Sarah Lazzari)
  - Spring 2023:
    - 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 ethics training is good for two years. The additional training will happen twice, each semester, in Zoom. 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.

If you are conducting research with students, there will be deadlines for proposals that will be reviewed, within the same semester. We have created a sample syllabus that may help with formatting a research course, within a single semester. If you are interested in that document, do not hesitate to email the IRB. These are the final dates that proposals can be submitted, for class projects.

- ❑ Fall 2022: November 12
- ❑ Spring 2023: April 8

\*\*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](mailto: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.

Department Chairs, please distribute to your adjunct faculty members. Thank you!

Please let us know if you have any questions,

Sarah Lazzari (Chair)

Nancy El Gendy

Morgan Kocher

Robbie Oates

Matthew Kennedy

Erica Moyer

Char Pope, outside reviewer