IRB Process

As you are completing your prospectus and your proposal, you need to discuss with Dr. Trail or your advisor whether or not you must send your research through the Seattle University Institutional Review Board http://www.seattleu.edu/irb/default.aspx?id=26482 . This Board evaluates research at the university to determine whether any human subjects might be harmed by the research. You **must** submit your research to IRB if any of the following situations exist:

1. You are publishing the information either in written or oral form to some entity outside the SU SADL 590 class. Exceptions are if you are presenting the information back to the organization that you collected it from and they will not disseminate it.
2. The project involves obtaining data from a living human subject through intervention or interaction with the individual, or identifiable private information, AND
3. The project is an intentional and systematic investigation using the prevailing methodologies in the discipline, including research development, testing, and evaluation, AND
4. The ultimate aim of the project is to generate generalizable results expected to contribute to the development of knowledge in the discipline. (The concept of generalizability is usually applied to quantitative research, but applies to qualitative research as well because of the expectation to contribute to knowledge.)

You do **not** need to go through IRB if:
1. You are **not** publishing the information (either through a conference or a paper/digital publication)
2. You are **not** using a protected population (e.g. pregnant women, minors, etc.) as your sample
3. Your project **is** class related (SADL 590 counts as a class)
4. You are **not** doing health related or invasive procedures
5. You are **not** asking questions that might be considered an invasion of privacy.

You must discuss whether you need to go through IRB with Dr. Trail or your advisor. If you do, you must first complete the CITI Training Program: http://www.seattleu.edu/irb/inner.aspx?id=26472

Once you have completed the training, you must fill out the IRB Submission Instructions and Form http://www.seattleu.edu/irb/inner.aspx?id=26470

Please read and use applicable examples on the IRB's web pages. They are designed to assist you in the process. Once you have completed the form, you must submit it to Dr. Trail (even if he is not your advisor) before submitting it to the IRB. Dr. Trail will evaluate it and determine whether you have followed the instructions and met all criteria for submission to the IRB board. If he approves the form, then you may submit it to the IRB board. Follow the instructions on the web site. It typically takes 1 month for them to evaluate the form and either approve or deny your research project. If you receive

approval, you may start collecting your data. If you do not receive approval, you must make all corrections noted by IRB and resubmit. You may not start collection data until you; have IRB approval.