

UAF IRBNet: IRB Forms

Descriptions

FORM TYPES - Beginning 5/4/10 the forms below must be used for all submissions to the IRB. All sections must be completed, although "Not Applicable" may be an acceptable response in some situations. The Protocol is intended to be an independent document; therefore, you may not refer to previous submissions or other documents not included in your IRBNet Project. You may refer to any supplemental forms (Personnel List, Informed Consent, Survey Tools, Interview Scripts, etc.) that are submitted as part of the same project.

Exemption Request – This is a new form that allows researchers to request that their research be categorized as “exempt”. In order to qualify as exempt, all research activities must fit in one or more of the six exemption categories listed on the form. *Note: Although not specifically pointed out in the form, there are additional restrictions on research involving children (<18 years of age). For example, you may not use exemption category #2 if the researcher will be interacting with the research participants.*

Research Protocol - this form replaces the "IRB Protocol Application" form. Select "Protocol" as the document type in IRBNet.

Research Personnel List - this is a new form that replaces the personnel section of the "IRB Protocol Application". Select "Other" as the document type in IRBNet.

Progress Report - this form replaces the "Continuing Review" form. Progress Reports are due at least annually (no more than 365 days since the last review). The IRBNet system will send automated emails to everyone granted full access on a protocol 60, 30 and 7 days before the renewal deadline. Failure to submit the Progress Report by the deadline will result in closure of your IRB protocol. Select "Continuing Review/Progress Report" as the document type in IRBNet.

Adverse Event Report – This form must be filed whenever there is a adverse event involving a research participant that is or may be due to their participation in the research. Notification timeframes are dependant on the seriousness of the event. Required reporting timeframes are identified on the form.

Certified Instructor Application – make this specific to the class. Do not require student names or project titles. Require the instructor to certify that 1) they have completed CITI and will stay current (refresher course required every two years); 2) they will ensure that all student projects qualify for exemption or will be submitted to the IRB for review and approval; and 3) that they will inform students that subsequent use of the data collected as part of a thesis, dissertation, or other research publication or presentation requires prior approval of the IRB.

Certified Instructor Activity Report – A separate Activity Report must be completed for each class including research with human participants. The report may be submitted once projects have been determined/assigned for the class (i.e. each semester), but no less than annually.

OTHER DOCUMENTS – This includes consent or assent forms, survey tools, interview scripts, advertisements, recruitment materials, pre- or post-tests, funding proposal (required for Public Health Service funded projects ONLY), etc. may be submitted in any electronic format.