Office of Sponsored Programs and Research
Research Integrity Program
Webb Hall – Station 47
Livingston, AL 35470
Ph. 205-652-5392

Instructions for Submitting IRB Applications

The following forms and templates can be found on the Sponsored Programs and Research **Policies, Procedures, and Forms** webpage.
https://www.uwa.edu/about/universitydepartments/sponsoredprograms/policiesproceduresandforms

Step 1. Complete an **IRB - New Protocol Application**

All persons performing research with human subjects must fully complete this form. Applicants may further explain their research in the Project Description.

Step 2. Complete the **IRB – Project Description** template

The project description is a complete and justified explanation of your research. This is the documentation the IRB will review (along with the Informed Consent and appendices) to determine if your research involves human participants and how you will protect them and their information from possible risks. Each section should be sufficiently and clearly detailed. Participants will not see this document, only IRB reviewers.

Step 3. Complete the **IRB – Informed Consent** template

The informed consent document is a voluntary agreement to participate in research. It is not merely a form that is signed but a process in which the subject (participant) is informed about the research and its risks. As such, the HHS Revised Common Rule states that informed consent must begin with a "concise and focused presentation of the key information" that would assist subjects in deciding why they may or may not want to participate in the research. It should be organized and presented in a way that facilitates comprehension. The goal is to help people process the complicated information they're being given and make it easier for them to make a more informed decision.

All adults over the age of 19 who choose to participate will sign this form. If participants are under the age of 19, a waiver of parental consent must be approved by IRB and an assent form must be provided for that group. IRB will approve this document and participants will sign as proof of agreement. Remember, you are *informing* participants of their responsibilities so they may provide knowledgeable *consent.*

Step 4. As needed, complete a **IRB – Waiver of Parental Consent** (or Assent form)

By definition, children (under the age of 19) are unable to provide informed consent to participate in research, although they might be able to give their assent. The IRB should determine that unless parental permission can be waived adequate provisions are made for soliciting the permission of the parent(s) or legal guardian(s). This process is often used in minimal risk research involving the administration of online or mailed surveys, telephone interviews, or when anonymous sensitive information is collected and there is a desire to not have written documentation that links the participant to the research study. If the waiver is approved, the underage participants will sign the regular informed consent or an altered assent form. If the waiver is not approved, consent must be received from the parent/guardian.

Step 5. Attach your **CITI Responsible Conduct of Research** certification

The University of West Alabama has developed a plan to ensure all researchers meet federal requirements with regard to responsible conduct in research. Compliance is mandatory.

Additional Information: all students will have the New Protocol Application signed by their faculty advisory (generally, the instructor for the class for which the research is due) before submitting to the Chair of the Institutional Review Board, Carmen Giles, at rgranec@uwa.edu. In the email, please include the class number, instructor name, and a brief message requesting IRB review for a new protocol, additional review for a changed or altered protocol, or whether the email is in regard to another IRB topic.