

**I am doing a survey to evaluate a program or a class. Does this need IRB approval?**

If it is designed to produce generalizable knowledge (e.g., get published) then it needs IRB approval.

**What is the difference between IRB approval and exemption?**

Federal law allows certain categories of research to be exempted. Download the exemption form and see if your research fits into one or more of these categories. If it does, apply for an exemption. Exemptions are quicker and last three years before needing renewal, regular approvals must be renewed every 12 months.

**How long does it take to get IRB approval?**

We can process exemptions in about two weeks, expedited reviews in about three weeks, and regular review takes about two months.

**What is expedited review?**

Research that cannot be exempted but is minimal risk and does not involve prisoners can usually be approved by expedited review. This means one member of the IRB reviews the proposal and can approve it. All protocols that are submitted and seem to fit this category are sent out for expedited review automatically-you do not have to request it.

**Where do I get forms for IRB approval or continuation?**

From the IRB website. [www.lsu.edu/irb](http://www.lsu.edu/irb)

**Who has to take the human subjects training?**

All LSU faculty, students, and staff who are involved in the design or conduct of research with human subjects. The IRB will not approve any protocol until all PIs certificates are received by the IRB office.

**How do I do the human subjects training?**

Take the on-line course at this link. When you complete the training (about two hours) print the certificate and send a copy to the IRB office. You only need to do this one time.

**Do co-PIs at other institutions need to do the human subjects training?**

No. We assume they have their own human subjects training course.

**What is developmental approval?**

When a grant is obtained that calls for developing a survey or instrument and then use it later. Developmental approval allows you to get your funds and develop the instrument. However, all instruments and consent forms must be approved before actually collecting data.

**I want my students to conduct a class project where they will administer surveys/interviews. Do I need IRB approval?**

If the project will not lead to generalizable knowledge it is not considered research by the federal standard. However, some instructional development and service program projects may involve a “research” component that falls under the HHS definition of human subjects research. Please send an inquiry to the IRB office that outlines your prospective project. We will decide if an application is needed. In the case of research methods courses, you are still strongly encouraged to get IRB approval for class projects so that students have the experience. Please consider if there is a chance that you or your students will ever utilize the data collected in the future for other purposes.

**Can projects be given retroactive approval?**

No. All projects involving the manipulation/intervention with human subjects must receive approval before any work with subjects can begin.