



To address this issue, consider the guidelines adopted by the Department of Psychology. The Psychology Department traditionally uses humans as research participants more than any other department. In that department, human participants are used in research projects in three ways. First, the faculty in the department sometimes use humans as participants in their own projects. For example, one professor measures abilities to accurately decode nonverbal forms of communication. Second, the students in our department sometimes use humans as participants in their own projects. For example, a student may create a personality questionnaire and distribute the questionnaire to students via campus mail as part of an advanced research project, independent study, or honors project. Third, instructors in the department sometimes conduct small experiments in class to illustrate a point or to collect data for

To request approval of your project by the IRB, you need to submit:

1. A completed IRB Approval Request Form (see attached sheet).
2. A copy of your proposed informed consent form (see attached guidelines).
3. Copies of any measures or questionnaires to be used in the study.
4. If the investigator believes that written consent is not appropriate, he or she must provide the IRB with a statement of the reasons why written consent should be waived. Alternatively, a script (which includes all the elements of consent) is sometimes used in obtaining oral consent from the participant. In this case, a copy of the script must be provided to the IRB.

Special Note: Be advised that if you plan to collect data at an off-campus facility (e.g., school, daycare center, hospital) you are responsible for contacting that facility to inquire about its own IRB procedures. In most cases, schools, hospitals, prisons, and other settings have their own IRB procedures. Thus, if your project involves off-campus research, your protocol will need to be reviewed and approved by the Oglethorpe University IRB and possibly by a second IRB at the off-campus facility.

If a standing member of the committee wishes to submit a proposal, it should be sent to the chair of the IRB for the appropriate type of review (standard or expedited). If the chair of the committee wishes to submit a proposal, she or he will submit it to another member of the committee who will make the decision regarding standard versus expedited review. In all cases, the member submitting the proposal is excused from all voting responsibilities regarding her/his proposal.

The IRB committee asks that investigators notify the committee chairperson once their project is completed and submit a brief summary of the results. This will help the committee keep records on all projects in the event of an external audit of research conducted at Oglethorpe University.

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