

**METHODIST COLLEGE**  
**INSTITUTIONAL REVIEW BOARD**  
**INITIAL APPROVAL REQUEST PROCESS**

Please read and follow these directions carefully and provide all requested materials to the IRB.

**To file a request for Exemption from IRB review:**

Go to <http://www.methodistcol.edu> and click on Academics then IRB and access the IRB application form. Complete the form and submit the application and any necessary attachments with a contact phone number, and email to the Methodist IRB at [irb@methodistcol.edu](mailto:irb@methodistcol.edu).

**For expedited and full board, initial applications:**

1. Complete the IRB application found on Methodist College website under Academics, then IRB.
2. For research projects that are externally funded (Federal, State, or other non- funding sources), investigators are responsible for ensuring that all human subject research described in the grant proposal is explained in the IRB protocol application.
3. Include copies of all documents and research instruments used in this study: consent forms, surveys, questionnaires, deception debriefing scripts, recruitment ads/flyers/emails etc. Omissions of these items prevents review of your application.
4. Please refer to Required Components of Informed Consent Documents when constructing a consent form. Providing the IRB with an inadequate consent form delays the review process, and is the most common reason for delayed approvals. Examples of consent forms are available on the Methodist College IRB website.
5. The investigator, all co-investigators, and all research personnel, must have completed the NIH human participants training or CITI training and submit proof of completion.
6. Submit the following documents to the IRB:
  - a. A cover letter or email including contact phone number for whom to contact with any questions regarding the application.
  - b. One (1) copy of the Initial Approval request, consent form (s), recruitment materials, and debriefing scripts. The Initial Approval Request must be signed and attested to by the PI and/or Faculty Advisor, if the PI is a student (electronically is acceptable).
  - c. One (1) copy of all instruments, surveys, questionnaires, focus group guides, letters of support, etc, including any materials and language you plan to use with participants.

**If your study qualifies for expedited review:** Please allow at least two weeks for review. (If Methodist College is closed for holidays, please allow additional advance time equivalent to the time the college is closed.)

**If full review is required:** Applications must be received at least three weeks prior to the next scheduled IRB meeting in order to be added to the agenda for a particular month. Meetings are held monthly. Turn-around is a minimum of four weeks. If you have additional questions please contact the Methodist College IRB at [irb@methodistcol.edu](mailto:irb@methodistcol.edu).

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**RECORDS RETENTION**

Investigators must maintain a file of all documents concerning their research. The principle investigator's (PI) records should be the mirror image of the IRB: where IRB holds an original, the principle investigator should hold a copy, and vice versa.

The documents that researchers must maintain:

- A copy of the original application submitted to the IRB
- An original committee's response
- A copy of responses to the committee's stipulations or requests for additional information
- The original notice of final approval
- A copy of the Certification of approval sent by the IRB to any funding agencies
- Copies or originals of all correspondence with the IRB
- Copies of completed continuing review forms and attachments
- The original notice of renewal of approval and certification, where applicable, and
- Copies of any inspection reports and follow-up action

The investigator must retain these records for at least three years, although every discipline has its own retention standards. These records are subject to inspection by federal authorities. Sanctions for incomplete or non-existent records include suspension of funding or exclusion from future funding.