

Other attachments that will be required, depending on design:

- ┆ If conducting the research project on a site, include a site permissions letter or e-mail.
- ┆ All recruitment materials (scripts for invitations sent via e-mail, letter, and/or telephone; flyers; social media postings; etc.)
- ┆ All instructional materials (e.g. if hosting information sessions), including PowerPoint slides and form distribution.
- ┆ All surveys, questionnaires, assessments, and interview scripts.
- ┆ For all instruments (surveys, questionnaires, assessments, etc.) developed by a third party, include a permission letter granting permission to use said instruments.

- **Step Three:** After the applicant has submitted the online application, the Dissertation Chair will receive an e-mail invitation to review the application. The Dissertation Chair must be logged into MyBrandman to access the review page and the application. The Dissertation Chair may request revisions or approve the application to move forward.
- **Step Four:** After the Dissertation Chair's approval, the IRB coordinator reviews the application for completion and instruction compliance. The IRB coordinator may request revisions. Once the application is complete per specifications, the IRB Coordinator will process the application and place the application on the agenda for the IRB Committee's next meeting.
- **Step Five:** The members of the IRB committee will review and discuss each application. There are three possible outcomes for each application. Each outcome will be communicated to students via e-mail:
 - a. **Approved as submitted:** No revisions are required. The applicant may proceed with research.
 - b. **Approved with minor revisions:** Minor revisions are required. Requested revisions will be sent via e-mail. Once the applicant resubmits the application with the requested revisions, the IRB Chair will review the application a final time.
 - c. **Major modifications required:** Several revisions are required. Requested revisions will be sent via e-mail. The application must be revised and undergo all rounds of review beginning with the Dissertation Chair's review.

NOTE: If an applicant wishes to make changes *after* IRB approval has been granted, the applicant must submit a Request for Modification PDF form (available at irb.UMASS GLOBAL.edu) to irb@UMASS GLOBAL.edu. The IRB Chair will review and will make a determination as whether to approve the request. The applicant will be notified of the outcome via e-mail.

Part Two: FREQUENTLY ASKED QUESTIONS

Q: Which type of review do I request – expedited, exempt, or full?

A: Please consider the following factors in determining which review is most appropriate for your application, and consult with your Dissertation Chair:

- 1) **Expedited Review:** This review is appropriate for research projects that pose *minimal risk* to participants, maintain subject *confidentiality*, and use *non-invasive* procedures. See https://irb.UMASS GLOBAL.edu/Guidelines_Forms/ExpeditedCriteria.pdf for criteria for exempt
- 2) **Exempt Review:** This less stringent review is appropriate for research that falls into 1 or more of 6 federally designated categories in which the least risk is posed to participants. Some examples of exempt research include: utilizing archival and/or publically available data, passively observing public behavior without collecting identifying information, etc. See https://irb.UMASS GLOBAL.edu/Guidelines_Forms/ExemptCriteria.pdf for a list of qualifications.
- 3) **Full Review:** This review is appropriate for research projects involving vulnerable populations (e.g. minors, pregnant women, inmates, cognitively impaired individuals, non-English speaking persons), sensitive subjects (e.g. drug use, sexuality), or involve procedures that could result in emotional or psychological distress. See https://irb.UMASS GLOBAL.edu/Guidelines_Forms/FullCommitteeReviewCriteria.pdf for conditions that require full review.

