UMASS GLOBAL
A nonprofit affiliate of the University of Massachusetts

Application Tips

1. To avoid delays in processing your application do not use outdated forms and examples. Check the IRB website for current forms and example documents found in the Researchers-Student and Guidelines and Sample Forms links.

2. Download the Application Tutorial and Template from the IRB website in the Researchers-Student folder and review prior to completing the application process.

3. Avoid the use of past tense narrative when completing the IRB application.

4. Information Letter – should be from first person, please do not use group or thematic team.

5. When using a Sign-Up Sheet for your study procedures - there is a concern for lack of anonymity, will the sheet include names, contact information or personal data? Please clarify. Use appropriate dashes for phone number (714-555-1234).

6. If your study involves “elderly” please use inclusive language per APA recommendation. (e.g., over the age of 65).

7. If your study includes "in-person" education clarify the procedure (Where is this being done? Clarify what the education the participants will experience and attach artifacts if applicable. How do you plan to keep private and confidential?).

8. Data Collection – clarify if using more than one mode of collection (in-person, text, email or?)

9. Risks and Benefits - clarify how you plan to maintain confidentiality and protect text messages if text messaging is used.

10. The EDD & Faculty Informed Consent template is provided on the IRB website. There is a statement for use of audio recording and a transcriptionist.

11. The DNP Informed Consent template posted on the IRB website does not include a statement for use of audio recording and a transcriptionist. However, the DNP Informed Consent does provide an example if your study includes audio recording or a transcriptionist

12. Avoid gathering personal info (such as date of birth, SS#, addresses, etc.) or be prepared to explain why it necessary in procedures or recruitment.

13. The University should be listed as UMass Global; no other variation can be used.

14. DNP students, when dealing with clinical projects considered a Full Review and you should include a current CV to show qualification to work with that population.

15. IRB applications for white paper projects must also undergo IRB approval as exempt status and must include a letter of support from the stakeholder group, as well as an outline of the plan to complete an analysis of the policy or standard of care and its impact on patient outcomes.

"Writing the DNP Project White Paper" (sample template found in Appendix J)

"The DNP White Paper is an alternative option to the traditional DNP Project. Although this project type does not involve an implementation of evidence into practice, it does require active advocacy of evidence-based healthcare policy and/or patient advocacy. The white paper required document outlines all of the elements of a proposed change, including policy driven advocacy for change, live engagement with stakeholders/ legislators, evidence, a gap in current policy or standard of care, organizational support, and requires a presentation to a stakeholders and/or policy making body. It is essential that the white paper be original, substantial and demonstrate critical thinking. A discussion of the data-driven conclusions and professional lessons learned throughout the project should also be included. The final product should include the evidenced based advocacy approach to improve population health…" – pg. 21

16. If you check the DOB box under Part 4 – Privacy and Confidentiality please clarify how you will be using the DOB in your study under the *Describe the procedures for how the subject's privacy will be maintained during the study*. If you check the box because you have access to the DOB but do not intend to use the information for your research please state "Due to the nature of the study the investigator has access to patient medical records. However, Date of Birth information contained therein will not be utilized or collected".