

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 To avoid delays in processing your application do not use outdated forms and examples.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.