Olin College of Engineering

Effective January 1, 2011, all human subjects' research at Olin College is being officially overseen by the Institutional Review Board of Brandeis University.

How to submit an IRB Protocol for Olin College Principal Investigators (PIs)

1) Before preparing an IRB form, submit your research plan for internal Olin review. Email a summary of your research to the Chair of the Olin IRB (currently Paul Ruvolo, paul.ruvolo@olin.edu) and the Administrator of the Olin IRB (Lori Parmet, IRB@olin.edu). Their job will be to provide you quick feedback to identify any questions that the Brandeis IRB may have. They are there to advocate for your protocol, not to stand in your way as another hurdle. We have found this to be a useful and quick interim step in the submission process.

2) After your research plan has been reviewed, complete the relevant IRB forms. All IRB forms can be found on the Brandeis IRB website: https://www.brandeis.edu/ora/compliance/irb/forms.html
Note the helpful "IRB Application Guide and Checklist": https://www.brandeis.edu/ora/hrpp/pdfs/irb-checklist.pdf
All IRB forms are submitted electronically.

3) You will receive feedback directly from the Brandeis IRB. You can expect an e-mail communication from the Brandeis IRB within a few days acknowledging receipt of the protocol and issuing an IRB Protocol Number, which you should make note of, as all correspondence to and from the Brandeis IRB should include this reference number. Depending on the level of risk involved in the protocol, it will either be reviewed by the full Brandeis IRB (for more than minimal risk protocols) at their monthly meeting (meeting dates and submission deadlines are on the Brandeis IRB website: https://www.brandeis.edu/ora/compliance/irb/the-basics/hsdates.html), or it will be reviewed by the Administrator of the Brandeis IRB and one or more members of the Brandeis IRB on a rolling basis. Decision lag times vary depending on the number of protocols the IRB has under review, but the Brandeis IRB aims to deliver decisions on most protocols within 2-3 weeks. This is not always possible. If you have any questions, feel free to email the Brandeis IRB at: hrpp-group@brandeis.edu.

4) Approved protocols will need to be renewed with some regularity (once a year for the vast majority of protocols), or terminated. All protocols must remain active with the IRB *until data analysis is complete*. If you are not making any changes to a protocol, this continuation process is very easy and involves completing a single one-page form. Any changes to the protocol, including the addition or removal of any investigators (including students) must be done using a Modification Form, available on the Brandeis IRB website.

Additional Information:

- **All electronic communication** between Olin investigators and the Brandeis IRB should be cc'd to the Olin IRB Chair and Olin IRB Administrator.

- In **"emergency" situations** – wherein IRB approval is needed in a very short time frame due to granting agency pressure – PI's should follow the same procedure, but alert everyone to the urgency of the situation and the specific deadlines. Brandeis' IRB is well-experienced in handling this type of situation and can usually accommodate it. (Please note that the urgency of the situation will ultimately be determined by the Brandeis IRB, not the PI.)

- The Brandeis IRB has an existing policy stating that students may not serve as PI's on any protocols. All **"student-initiated research"** must have a faculty or staff sponsor to serve as the PI. Olin faculty should keep this policy in mind when overseeing Independent Studies, Olin Self Studies, AHS/E! Capstone Projects, or other student research projects. In general, if it is possible that a student will want to publish or present their research at a scientific meeting (Olin's Expo not included), they should obtain IRB approval, working with their

Olin faculty sponsor in the role of PI. As a general rule, it never hurts to run the study by the Olin IRB Chair and Olin IRB Administrator to determine if it is subject to IRB review.

- All Olin investigators (including students) will be expected to maintain **up-to-date certification from the CITI Program** in order to continue in the role of investigator. The CITI program is an on-line tool designed to educate those conducting human subject research, about the ethical conduct of this work. All protocol directors, as well as any faculty, students, staff, and other individuals working on a research protocol are required to take the CITI training course before a protocol is approved by the IRB. It is the responsibility of the PI to ensure that all persons involved with the research are CITI certified. The Olin IRB Administrator maintains the records of all CITI certified investigators and is notified of certification expirations. All student researchers are required to take the basic *Social/Behavioral Research Course.* In addition, if the research is part of an NSF grant the *Responsible Conduct of Research [RCR]* module must be completed as well.

  Access CITI Training via: https://www.citiprogram.org/
  Once you've accessed the site go to:
  New Users Register Here
  Complete Registration Steps 1-7

  Once you are a registered user, from the Main Menu you can access the link entitled ***View Franklin W. Olin College of Engineering, instructions page*** – please read *and take the appropriate module[s] based on your role.*

- If the research project will be led by an **external faculty member**, and they wish to use Olin students as the human subjects, please first contact Rebecca Mathews (rmathews@olin.edu) to request approval before initiating an IRB request.

- If you have any **questions about research involving human subjects**, you should contact the Olin IRB Chair (currently Paul Ruvolo: paul.ruvolo@olin.edu, the Olin IRB Administrator (currently Lori Parmet: IRB@olin.edu), and/or the Brandeis IRB Administrator (hrpp-group@brandeis.edu).