

IRB – Best Practices of Supervising Professors

1. Complete required training (<http://phrp.nihtraining.com/users/login.php>) and ensure that your student has completed this as well prior to submitting application.
2. Review “*Guidelines for Submitting Applications for IRB Review*” (available on IRB website)
3. Review your student’s protocol to ensure that it is scientifically and ethically sound.
4. Review your student’s protocol to ensure that it has all of the necessary parts completed.
5. Review your student’s protocol to ensure that the student has prepared it keeping in mind that it is a professional document (e.g., it should be free of typos, spelling errors, grammar issues, etc.)
6. Ensure that your student has the necessary training, experience and knowledge to conduct the research in a manner consistent with the regulations governing human subject research and sound research principles.
7. Ensure that your student submits the application early enough in the research process so that there is sufficient time to carry out the research. (Note: The average IRB review of an application takes approximately 7 days. However, the IRB review takes place only after the IRB Coordinator has checked the application and found it to be complete. Please contact the IRB Coordinator regarding any questions about application completeness.) Please help the student plan the study accordingly and submit their IRB application early in the semester.
8. Proactively following the guidelines for submitting an application is the best way to facilitate the review process.
9. If revisions are necessary due to an incomplete application or to concerns raised during the application’s review the Supervising Professor should be sure to re-review the application.
10. Continue to oversee and monitor the conduct of this research by communicating regularly with the student investigator.
11. Assist with the resolution of any problems or concerns encountered during the research.
12. Assure that the IRB is notified in the event of an adverse event or protocol deviation.
13. Complete the “*Supervising Professor’s Consent And Checklist for Completeness of Student Research Application*” (available on IRB website)