



Reference Guide for Submitting IRB Proposals

****This document is a reference guide only and should not be used in place of the Full Trinity Christian College IRB policies and procedures****

- Complete IRB application in its entirety
- Sign Proposal. A signature is required from the investigator(s) and faculty sponsor if applicable
- Provide all documents pertaining to the research (i.e., survey(s), consent, etc.)
- Review submission before submitting for spelling and grammar
- See below for level of review descriptions
- Review the IRB policy and procedures that can be found on the IRB Box drive

Anticipated Timeline for level of reviews (time frame can vary depending on the amount of revisions needed for proposal)

Exempt 1 week

Expedited 2-3 weeks

Full 3-4 weeks

IRB Committee Recommendations for Categorizing Level of Review

Level 1: Exempt Review

- all human subjects are over age of 18 and does not include any vulnerable population (children under 18 years old, pregnant women, physically or mentally disabled persons, economically or educationally disadvantaged persons, incarcerated persons)
- research focuses on educational tests (cognitive, diagnostic, aptitude, achievement)
- no direct way to identify human subjects (names, email, social security #, medical, financial, employment information, coding participants, and code numbers kept by researcher)

Level 2: Expedited Review

- all human subjects over age of 18 and does not include any vulnerable population (children under 18 years old, pregnant women, physically or mentally disabled persons, economically or educationally disadvantaged persons, incarcerated persons)
- only minimal risk involved
- using data from voice, digital, or image recordings made for research purposes
- research focuses on behavior (perceptions, beliefs, motivation, identity, social) or characteristics of individual or groups

Level 3: Full Review

- vulnerable population (children under 18 years old, pregnant women, physically or mentally disabled persons, economically or educationally disadvantaged persons, incarcerated persons)
- possible sources of physical, psychological, or social risk including but not limited to aversive stimuli, sensory deprivation, sleep deprivation, or food deprivation
- violation of rights to privacy and/ or free choice (not obtaining full informed consent before study begins)