BUIRB OVERVIEW

BRANDMAN UNIVERSITY
INSTITUTIONAL REVIEW BOARD

JUNE 24, 2018
DR. DEVORE
• The Brandman Institutional Review Board (BUIRB) is a board established to review and approve research involving human subjects.
• The purpose of the IRB is to ensure that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines.
• The BUIRB has the responsibility and authority to review and approve all research projects by Brandman faculty and students.
BUIRB is responsibility for:

Protection of human participants

Adherence to ethical standards

H owever, Researcher & Dissertation Chair have primary responsibility to follow IRB Federal Regulations and Requirements
What Happens With My IRB Application Review?

- Student submits application and supporting documentation.
- Application is *processed* by Institutional Review Board Coordinator.
  - If there are errors or missing documentation there could be a delay in placing the application on the BUIRB Review Agenda.
  - BUIRB Applications should be submitted with all necessary documentation on the **Wednesday prior to the calendared BUIRB meeting by 5 pm PST** to be considered for the next agenda. An application may take 24-48 hours to process.
  - Applicants will receive confirmation that their application is accepted for the committee’s review as their applications are processed, no later than the **Friday (5:00 pm PST)** before the scheduled meeting.
### BUIRB Review Calendar Dates 2018-2019

#### Summer 2018 Dates

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<th>Month</th>
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<tr>
<td>July</td>
<td>9</td>
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<tr>
<td>August</td>
<td>9, 23</td>
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**NOTE:** It is your responsibility to review the BUIRB Website and verify dates and example documents prior to preparing your application.

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<th>Month</th>
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<tr>
<td>September</td>
<td>6, 20</td>
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<td>June</td>
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• After processing it will be placed on the appropriate BUIRB review agenda.

• Two or more IRB members read the entire application for “exempt” and “expedited” and the entire Board reads applications that are for Standard Review (Full Board Review).
Types of Reviews

Exempt

- Studies to improve or evaluate standard practices in educational institutions;
- Fully anonymous non-sensitive surveys;
- Analysis of pre-existing anonymous data;
  - Elected/appointed public officials
- Other specific exemptions.

Expedited

- No more than minimal risk;
  - No invasion of privacy
  - Data recordings used
  - Subjects 18 or older
  - Needs informed consent
  - No special populations such as pregnant women, prisoners, minors, mentally disabled.
Types of Reviews

Standard: (Full Review)

Higher than minimal risks or studies with special populations;
- Children under 18
- Adults under legal guardianship
- Needs informed consent

Review the BUIRB Website for detailed descriptions for each type of review!
Kinds of Risk

No risks to participants

Minimal risk to participants*

More than minimal risk to participants

You will be required to justify

* Typical Narrative for Minimal Risk
No more than minimal risks are anticipated. Participants may experience minimal amount of discomfort in answering an interview question as a result of strong feelings or opinions. Participants may withdraw from participation at any time. Data will not be specifically attributed to subjects in the study unless permission is obtained first.
First, you must have successfully completed QR and Proposal Defense.

Go to the BUIRB website (https://irb.brandman.edu/) and select the link to request the electronic* application form.

Follow the application process guidelines posted on the BUIRB site.

Complete the application using the BUIRB Electronic Application Procedures documentation on the BUIRB website as a guide.

Submit electronic form to start the application process request.
Typical support documentation you will need to attach to the electronic application form:

- Copy of NIH Certificate.
- Instrument(s), Scripts or other Data Collection Methods.
- Informed Consent.
- Other support materials critical to the application (see BUIRB Electronic Application Procedures).
Student and Chair Application Responsibility

1. Student reviews and completes the **Student Tutorial and Template for Completing BUIRB Electronic Application** (Provided in Immersion Digital Commons).

2. Student submits draft to chair for review. Chair provides feedback to student.

3. Student incorporates chair feedback into the **Word application template**.

4. The final step is for student to open application link off BUIRB website and cut/paste narrative from template to application.
In order to ensure compliance with federal and institutional regulations, each application submitted to Brandman University’s Institutional Review Board (IRB) undergoes three levels of review in the following order:

1. Dissertation Chair review
2. IRB Coordinator review
3. IRB Committee review

Note: If the IRB Committee determines the application is in need of minor revisions, the application must be revised and submitted to a final (fourth) review by the Chair of the IRB Committee. If the IRB committee determines the application is in need of major modifications, the application must be revised and undergo all stages of review, beginning with the Dissertation Chair’s second review.
*Note: The online application will time out in one hour. Please begin the application only when you are ready to submit. A good practice would be to copy & paste from a text or Word doc.