



The Honors College

Honors IRB Cheat Sheet

- **The Mentor and Student:**
 - Complete NIH Certification, which may be obtained at <https://phrp.nihtraining.com/users/login.php>.
 - With the mentor as facilitator, the student completes the IRB application, including the necessary attachments. For application materials go to: <http://www.lonestar.edu/irb-get-started.htm>.
 - NOTE: **Do not** submit the application directly to the LSC IRB administrator.
 - (See also sample IRB applications for common verbiage to expedite the process).
 - The mentor performs a quality check to ensure the application has all attachments and questions are answered fully.
 - **If complete, the mentor sends the application with attachments to the campus honors director.** If not, student must make any necessary revisions.
- **The Honors Director:**
 - Submits the application and attachments to the Honors IRB subcommittee for review.
 - Please copy Joanna Tucker, responsible for tracking each Honors College IRB application.
 - Submits the Notice of Intent to complete research on campus, or NOI, to the campus president to be signed and then forwards the signed NOI to the Honors IRB subcommittee.
- **The Honors Subcommittee:**
 - Once the NOI is signed by the president, the **Honors subcommittee** will examine the application. The subcommittee performs a quality check to ensure application has all attachments and questions are answered fully.
 - If it looks complete, the application will be forwarded to Joanna Tucker, who will mark the application as reviewed/approved, and will send the completed application to the LSC IRB administrator and the LSC IRB Chair.
- **The LSC IRB Committee:**

Once final approval is achieved, **the IRB Administrator** will notify Joanna Tucker, who will then notify the student, mentor, honors director, and the Honors IRB subcommittee.

Note: Batching of IRB applications will begin the week of **October 3rd**. On the dates below, applications **that have been received/reviewed by the Honors College Subcommittee (all Honors College student IRB's MUST be sent first to the Honors College Subcommittee)** will be sent by the Honors College System Office to the LSC IRB Committee for LSC approval.

- October 6th at noon
- October 13th at noon
- October 20th at noon
- October 27th at noon

Honors IRB Subcommittee Fall 2016		
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Tips for Students and Mentors

Typical turn-around time for IRB approval is two weeks. To expedite the process, please review the application with the following tips in mind:

1. Please use **complete sentences** to answer the application questions. Review “Sample IRB Applications. “ Most answers for surveys and interviews use standard verbiage, and **students are encouraged to use them as models.**
2. Add specificity. While the level of needed specificity will vary for honors IRB applications, all answers should offer enough detail to avoid requests for more information. Again, the sample IRB applications should be used as a guide. You’ll notice that Example 1 is less specific than the second—but offers enough detail to warrant an exempt-from-full-review status.
3. As you make additions, please keep in mind other common reasons applications may be returned:
 - a. Not fully answering all parts of the question in each category
 - b. Numerous grammar errors or typos
4. **Include as one document:**
 - a. NOI (make sure the PI has signed the NOI before sending for Campus President signature)
 - b. IRB application
 - c. Copy of Informed Consent, Survey, and/or Interview Questions
 - d. IRB Certification for student **and** Professor