

To all faculty and staff advisors of student projects involving human subjects research, Clark's Institutional Review Board (IRB) has some hints for timely review of IRB proposals:

1. Did you know that it is possible to submit **just one proposal** to provide IRB approval for student projects within a course?

Any faculty member who will have in their course a research project involving human subjects may fill out an IRB application outlining how the rights of human subjects will be protected. The application is reviewed at a regular monthly meeting, and approved by Clark. Once approval is granted, the instructor bears the responsibility for ensuring that students conduct research according to the approved protocol. Guidelines for preparing this application are available at <http://www.clarku.edu/offices/research/compliance/humsubj/index.cfm>, items b and e. Interested faculty should email with the IRB Coordinator (humansubjects@clarku.edu) about the appropriate mechanism for submission and limitations of the approval.

2. Proposals for human subjects research for graduate work or honors theses should be submitted as soon as possible

Students who plan to include human subjects research in their honors thesis work during the **spring semester or summer break** should be encouraged to apply for review of research as soon as possible to allow time for IRB review and approval of modifications to their protocols, if required. Please remind your students that there is **no review of student proposals outside of regular IRB meetings, and no retroactive review of research.**

3. Meeting dates have been set for the Spring 2016 semester

The following table lists IRB proposal submission deadlines and regular IRB meeting dates for the remainder of the semester. (The schedule can also be found on the sidebar of the Office of Sponsored Programs and Research main webpage at <http://www.clarku.edu/offices/research/>)

<u>Deadlines</u>	<u>Meetings</u>
Tues Jan 12, 5 pm	Wed Jan 27
Tues Feb 9, 5 pm	Wed Feb 24
Tues Mar 8, 5 pm	Wed Mar 23
Tues Apr 12, 5 pm	Wed Apr 27
Tues May 3, 5 pm	Wed May 18