

## College of Education Procedure for Submitting Student IRB Protocols

1. The student works closely with his/her faculty advisor to prepare the IRB student protocol (making certain it is on the **student form**).
2. The **faculty advisor** submits the IRB protocol electronically to the COE IRB Chair. The submission dates are posted on the COE website.
3. The COE IRB carefully reads and reviews the protocol in a meeting of the committee.
4. The student and faculty advisor receive feedback from the COE IRB with a list of all requested changes.
5. The student and faculty advisor make the requested changes and place the changes in **red text** in the protocol.
6. The **faculty advisor** resubmits the revised IRB protocol in a Word document to the COE IRB Chair.
7. The COE IRB chair reads/reviews the revised IRB protocol to make certain all changes have been made. If additional revisions are needed, the Chair will once again communicate with the advisor and student.
8. Once all revisions are complete, the COE IRB Chair submits the batch of protocols to the university IRB with the COE IRB's recommendations.
9. The university IRB sends the final approval to the student and faculty advisor.

## **Additional Notes**

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1. Refer to the COE website (Graduate Students > Student Research) for submission due dates and links to document templates, a sample protocol, and human subjects training.
2. Use the TCU templates for the cover sheet, protocol, parent permission and assent (for participants under 18 years of age), and consent (participants 18 years of age and older). For the assent form, use the consent template and change consent to assent in the title. Be sure to use the protocol template, which has IRBStudentSubmit on the first page. (This is the student protocol form.)
3. On the cover sheet, indicate whether the student is requesting *exempt* or *expedited* status and why.
4. Include a letter of permission from the director/principal of the site where the research is being conducted in the Appendix section.
5. The last two items on the parent permission, consent, and assent forms should be:

### **Who should I contact if I have questions regarding the study?**

Student Researcher, contact information (phone number and email address)

Faculty Advisor, contact information (phone number and email address)

### **Who should I contact if I have concerns regarding my rights as a study participant?**

Dr. Tim Barth, Co-chair, TCU Institutional Review Board, Phone 817-257- 6427

Dr. Bonnie Melhart, TCU Research Integrity Office, Phone 817-257-7104

6. Submit all templates and support materials as **one** document.
7. The role of the COE IRB is to review protocols with respect to protection of human subjects and potential risk to participants. If a protocol is incomplete and/or needs significant revisions, the COE IRB will return the protocol and request that it be revised and resubmitted for the next review date (the following month).