



PROVIDENCE
COLLEGE

Institutional Review Board

If you conduct any research using human participants, Federal Law and College Policy mandate that the research be reviewed by PC's Institutional Review Board (IRB). The IRB's job is to ensure adherence to the Federal Guidelines designed to protect human research participants from harm of any kind. This applies to all research involving human participants (including student projects), regardless of whether the research is conducted on or off campus.

Providence College's Institutional Review Board is responsible for reviewing all research involving human participants: to determine whether the rights, welfare and privacy of participants are protected; the risks to participants are outweighed by potential benefits; and informed consent is obtained by adequate and appropriate methods.

How It Works

The IRB meets monthly during the academic year. Submissions must be received by the 1st of each month to be considered during that month's meeting. However, not every study must be reviewed by the full IRB; some can instead be exempted by the IRB Chair as a study not qualifying as research or posing minimal risk. The IRB also recognizes specific criteria that allow for expedited review of studies under similar conditions. The determination of an exemption, expedited review, full review and/or approval of research is made solely by the IRB members and Chair. Those who assume exemption or minimal risk without official review by the IRB do so without official College recognition and support.

First, individuals requesting IRB review complete the Investigator Responsibilities and Informed Consent tutorial available from the federal Office of Human Research Protections website: <http://ohrp-ed.od.nih.gov/CBTs/Assurance/login.asp>. From this link, investigators login and complete training module 2. The tutorial is 29 pages and typically takes less than 30 minutes to complete. Once the tutorial is complete, investigators print out a certificate of completion which is included with the **Application**.

Researchers submit an **Application for the Use of Human Participants in Research**. This includes a project description, identification of the type of review, and an application for review (or exemption if appropriate). The application includes a description of the research protocol (participants, consent, procedure, confidentiality and risk assessment, benefits and compensation, data and record keeping plans, and other information related to collaborative projects).

The PC IRB is dedicated to supporting human research and protecting human participants. Our goal is to provide the appropriate review as quickly as possible. On average, exemption applications will have a one week turn-around. Expedited reviews will require approximately one to two weeks, and full reviews will take place at the monthly meetings.