

Overview: Where Do I Start?

Institutional Review Board

1. Complete Protecting Human Research Participants training. To assure safe and ethical research practices, all Northwest faculty, graduate students, and undergraduate students intending to conduct human participant research must complete an online training course (beginning August 2020). Each researcher should go to <https://phrptraining.com> to complete the 2 to 3-hour training course. The cost of the training is approximately \$50. Full-time faculty members can receive reimbursement of the course expense by submitting their receipt to the Provost. All others should seek reimbursement protocol via their departments prior to registering for the course. Researchers will attach PHRP Training certificate to their individual IRB Application along with recording the certificate number on the designated line provided. Student researchers will also attach their faculty advisors' PHRP certificate and certification number. Proof of certification is the first step in the IRB proposal procedure.
2. Complete and submit an IRB Application.
 - Review the **Application Level Questionnaire** and choose between the **Abbreviated Application** or the **Full Application**.
 - For guidance on completing the application form, please see **Application Instructions & Tips**.
 - Consider the guidance in **NU Principles and Practices** as you are planning your research.
3. Prepare and attach any materials that are required for your specific proposal, including documents research participants will be subject to during the research process. This would include demographic questionnaires, informed consent forms, assessment questionnaires, interview questions, promotional materials, evidence of permission to conduct research from a business or entity, etc.
4. Do a final check for application thoroughness and correctness. If you are a graduate or undergraduate student, meet with advisor for approval and support, noted by advisor signature on the application. Incomplete applications will be returned to the researcher for further attention.
5. Submission can be sent via email to irb@northwestu.edu. Students should CC their advisor. All applications are due one week prior to the scheduled committee meeting, posted on the IRB website.