What is the IRB?

The IRB is a 7-member board that serves to protect the rights and concerns of human subjects participating in research.

The IRB safeguards the welfare of all human subjects that participate in research.

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
What does the IRB do?

- Minimize risk using instruments & procedures consistent with sound research design.
- Ensure adequate provisions for monitoring data collection and storage.
- Ensure informed consent is properly obtained from each subject or their legally authorized representative.
- Ensure selection of research subjects is equitable.
- Ensure adequate provisions are included to protect the privacy and confidentiality of subjects and data.
You need IRB approval...Now what?

- Complete training on ethical use of humans in research.
- At New College, we use the Collaborative Institutional Training Initiative (CITI Program).
- Website: citiprogram.org
Step 1:  
https://www.citiprogram.org/

Step 2: Create an account (register)

Step 3: Choose New College of Florida as your institutional affiliation

Step 4: Choose the appropriate Human Subjects research category for your work.
Training Categories

Group 1: Researchers who WILL NOT use vulnerable populations in their research.

Group 2: Researchers who WILL use vulnerable populations in their research.

Group 3: Faculty Advisors who will ONLY sponsor student projects (NOT engage in their own human subject research).

Group 4: IRB Members Only

Group 5: Bio-Ethics and/or Genetics Training Only

Group 6: Humanities and/or Oral History Projects (does NOT exempt you from submitting application for IRB review)

Other Categories: Research involving Workers / Employees Or No Human Subject Training Necessary
YOU’VE COMPLETED YOUR CITI TRAINING AND...

Through continuous consultation with your faculty advisor, you prepare your research protocol and IRB application.

At New College we use the Axiom Mentor system to manage all IRB applications, reviews, approvals, and closeout of research projects.
AXIOM MENTOR

Step 1:  
https://www.axiommentor.com/login/axlogincfm

Step 2: institution ID is NCF

Step 3: your NCF username

Step 4: your NCF password
AXIOM MENTOR CONTINUATION

Step 1: Download IRB Human Subject Research Application & Informed Consent Templates

Step 2: Complete application and if applicable, consent forms

***Significant updates effective 21 Jan 2019

Step 3: Upload your CITI training certificate(s)

Step 4: Consult with your advisor before submitting/uploading
AXIOM MENTOR: UPLOADING APPLICATION

Click on "My Applications"

Click on "Create a New Protocol"

Complete fields

Choose application type:
- Full board review
- Exemption review
- Expedited review

OR
- Pre-Protocol Diagnostic Survey
EXEMPT

***UPDATES EFFECTIVE 21 JAN 2019

Anonymous AND minimal risk surveys

Research on regular classroom activities and tests

Observation of public behavior where the researcher does not interact with the subject

Collection or study of existing data or specimens if publicly available

Taste and food quality and consumer studies
Minimal risk, but not anonymous

Interviews, surveys, focus groups on individual/group characteristics or behavior

Collections of blood by finger stick or noninvasive Research

on materials collected for non-research purposes

Data from voice, video or digital recordings made for research

Continuing review of previously approved projects

***Updates effective 21 January 2019

Updates effective 21 Jan 2019
More than minimal risk

Has sensitive subject matter

Subjects are from a special population exclusively
IRB DEADLINES

Friday October 30, 2020
Guaranteed review for research to begin in ISP or Spring

Friday TBD after Fall semester:
Guaranteed review for research to begin in Summer or Fall
POST IRB APPROVAL

- Modifications:
  - Changes to existing protocols should first be reviewed by the IRB

- Continuations:
  - Annual review requirement for Expedite and Full Board reviewed projects OR
  - ***Updates effective 21 JAN 2019***

- Termination, Final Report/Closure:
  - If you have completed your research before one year

- Adverse Events:
  - In the event that a human subject is harmed as a result of participating in your project

*All must be processed through the Mentor IRB portal*
INFORMATION AVAILABLE ON
ORPS WEBPAGE
https://www.ncf.edu/academics/research-at-new-college/research-
programs-services-orps/institutional-review-board/
Hana Boed
Associate Director, Research Programs & Services
Telephon: 941-487-4650

Questions? Feel free to contact IRB via email at 
irb@ncf.edu