TCSPP IRB Student Submission
Guidance for ABA Dissertation and Thesis Chairs

Purpose of the IRB

The purpose of the IRB office is to review applications to ensure that research procedures are in compliance with federal regulations, the Belmont Report, university policy, any other laws and regulations that may apply the research.

Collaboration & Cooperation

The IRB review process involves collaboration and cooperation of all individuals involved in the process. The following table is a brief summary of the expectations of the student researcher, dissertation/thesis chair, and IRB staff.

Roles	Expectations
Student Researcher	Prepares all research materials including Q&A form (i.e., study protocol), research advertisement, consent form, etc. and routes the application to the Dissertation/Thesis Chair for review.
Dissertation/Thesis Chair	Reviews the student's application and submits it to the IRB if it is ready for review.
IRB Staff	Performs a pre-review to ensure the application is complete before assigning the application to IRB Committee reviewer(s).

Reminders

Make sure that the following information is considered and addressed in the IRB application as applicable to the proposed research.

Use of Other Research Sites/Agencies

- Clearly describe the role of the site/agency in the conduct of your research study (i.e., granting access to clients, assist with recruitment, etc.).
- The letter of support from the site/agency must be on company letterhead, signed and provide a detailed description of their role in your study and what you will be allowed to do.
- Describe your relationship with the site/agency (i.e., owner, employee, etc.)
    - If you are employed by the site/agency do not use your company email address to communicate with participants.
    - Your employment with the agency does not grant you permission to access client files for research purposes. If the site/agency is a HIPAA covered entity approval of the site/agency Privacy Board is needed in order to access patient/client records.
- Non-TCSPP research personnel must seek their own (non-TCSPP) IRB approval in order to actively engage in research, such obtaining consent from participants, collecting data, answer questions about the research, implementing research procedures, etc.
- Research data cannot be stored at the site/agency.

Consent and Assent

- Use the TCSPP IRB Consent Form Template to develop your consent form.
- Please ensure that these documents are written in lay language and at a 10th grade reading level. Please refrain from using psychological jargon.
- Do not include checkboxes for procedures that are not optional (i.e., video or audio recording). Include a description in the Procedures section of the Consent form along with the other required procedures.
- If children will be enrolled, the appropriate signature lines for the parent must be included on the consent form along with the space to include the name of the child.

- The assent of minors can be waived if they cannot reasonably be consulted due to age, maturity psychological state or developmental stage. However, a simple process should be created to determine if the child wishes to participate.

Research Procedures vs. Routine Therapy

- If your study involves collecting data on procedures performed that would occur or be offered regardless of the research study (i.e., routine therapy), remember the following:
    - Specify on the Q & A and Consent form which procedures in your study are performed as routine therapy and which procedures are performed exclusively for the purpose of the research study. One the Consent form you may consider using the including the following statements:
        - "As participant in this research, I would like to use the data that will be collected during the performance of the {insert name of routine therapy) for the purpose of my research study".

        - "As participant in this research, you will complete questionnaires before and after your children therapy session".

- If your study involves collecting data on procedures, such as an intervention, done specifically for research purposes, provide a detailed description of the procedures and all materials that will be used for the intervention (e.g., a script of what you will say during the intervention, data collection form/tool, etc.). If the intervention has been tested in a different population, cite the research.
    - Participants must be made aware of alternative therapies, if available.

Study Procedures

- Remember to use lay language or explain technical terms when completing the Q & A form and developing the consent form.
- Describe all procedures in a step-by step fashion when completing the Q & A form and developing the consent form.

Common Errors

The following are brief descriptions of the common errors in student applications that delay the review process. The review process may not begin for applications that contain these types of errors.

1. ***Discrepancies within and between documents.*** For example, the student states in the Q&A form the age criterion is 12-16 years but the advertisement identifies the age requirement as 14-17 years.

2. ***Prompts not adequately addressed in the Q&A form****.* For example, instead of indicating when and who will conduct the written consent process, as requested in the Q&A form, the entire consent form (or sections of it) is copied into the response box.

3. ***Grammatical, spelling, formatting, and other errors throughout the submission packet****.* For example:
    - The Q&A form is written in the past tense (as though the research has already taken place).
    - The language in the Q&A form and consent form switches between first and second person.
    - Not deleting the instructions found on the consent form templates. Final versions of all documents must be submitted to the IRB, including actual version dates in footers.

4. ***Overall lack of detail.*** For example, statements such as "The investigator will utilize the internet in recruiting participants" when describing recruitment. If recruitment will occur using the internet the student must specify which internet sites will be used.

5. ***Incorrect human subjects training certification*.** The IRB website contains detaied instructions on the required version of CITI training: https://my.thechicagoschool.edu/community/academicresource/irb/Pages/Application-Submission-Material.aspx

Resources

- IRB Cliffnotes
- IRB Process Overview
- Contact the IRB office for questions about the review process, regulations and ethics.
  CA IRB: Veronica Jimenez | vjimenez@thechicagoschool.edu |Phone: 213-615-7216
  Chicago IRB: Alicia Scott | aliciascott@thechicagoschool.edu |Phone: 312-329-6668
- NCADE is available for assistance with writing and methodology: ncade@thechicagoschool.edu.