

Lesley IRB Information for Advisors and Students

- All research that involves data from human subjects must be approved by the IRB.
- The IRB determines what is exempt and what is not exempt.
- The most recent IRB application form should always be downloaded from the Lesley website.
- The IRB requires that data collected must be kept in protected format for 5 years and then destroyed.
- Consent forms must contain the standard text about the IRB listed in the application; children under the age of 18 must give assent in addition to parental consent.
- Once approved, students must keep the IRB approval letter.
- IRB approval is good for one calendar year only from the approval date.
- Changes to an approved project must be submitted to the IRB for approval as an addendum (these include any new mode of data collection like adding a survey or interview, any new data collection sites, etc.).
- All applications to the IRB must be accompanied by a certificate of training from the National Institutes of Health issued within the last 5 years.
- Students must plan ahead for submitting to the IRB, approval may take up to 6 weeks or longer if revisions to the application are required by reviewers. Revisions should be submitted within 4 weeks of a request to revise by the IRB.
- If the research will extend past one year, or elements of the research change, the student needs to submit an amendment request to the application for IRB approval.
- To facilitate the IRB review, name standardized measures to be used and include interview and survey questions with the IRB application.
- The IRB Policy and Practices document on the website contains detailed information on consents and an example consent.