Updated 6/23/26

Lesley IRB Information for Researchers, Advisors, and Students

- PLAN AHEAD! Note that the process from submission to approval may take up to 8 weeks. Researcher turn around of requested revisions can extend the timeline. *Revisions should be submitted within 6 weeks of a request by the IRB or the application will be closed.*

- All research that involves data from human subjects must be prospectively approved by the IRB.
- The IRB determines what is exempt and what is not exempt, what is expedited and what requires full review.
- The most recent IRB application form should always be downloaded from the Lesley website. *If a student is applying, Section 2.1 of the application must clearly identify the advisor as the Principal Investigator and the student as the co-investigator.*

- All researchers who wish to use minor children as subjects **must access the "Children as Subjects of Research" area** of the IRB on the Lesley website and follow all instructions including submitting the Pre-Review Form.

- The IRB requires that data collected must be kept in protected format for 5 years and then destroyed. That must be stated in section 5.1 of the application.

- Consent forms must contain this standard text about the IRB listed in the application:

  There is a Standing Committee for Human Subjects in Research at Lesley University to which complaints or problems concerning any research project may, and should, be reported if they arise. Contact the Committee Chairpersons at irb@lesley.edu
    - Children under the age of 18 must give assent in addition to parents giving parental consent. Parental consent cannot be used to compel minors to participate.

- Once approved, all applicants including students, must keep the IRB approval letter.
- IRB approval covers data collection and is good for one calendar year only *from the approval date*.
- Requests for extension of approval may be made to the IRB if no changes in any previously approved procedures or personnel have been made. Always refer to the assigned IRB reference number when communicating with the IRB about a specific application.

- Changes to an approved project must be submitted to the IRB for approval as an addendum (e.g., any new mode of data collection like adding a survey or interview, any new data collection sites, etc.). Some changes will need to reflected in a revised consent form submitted with the addendum request. Always refer to the assigned IRB number when communicating with the IRB about a specific application.

- All applications to the IRB must be accompanied by a certificate of training from a human subjects training program such as OHPR (US Dept of Health and Human Services) or CITI or a similar program issued within the last 5 years. See the IRB website for more information on access to training.

- To facilitate the IRB review, name standardized measures to be used and include interview and survey questions with the IRB application.

- Use the example applications and consent forms on the Lesley website.