



SOUTH COLLEGE IRB SUCCESS GUIDE

Preparing Dissertation, Capstone, and Scholarly Projects for Ethical Review



★ RIGOROUS PREPARATION LEADS TO TIMELY REVIEW ★



WHY IRB REVIEW MATTERS

The IRB's responsibility is to:

- ✓ Protect participants
- ✓ Protect researchers
- ✓ Protect South College
- ✓ Ensure ethical and rigorous research
- ✓ Support high-quality scholarly work



Incomplete applications may be returned for revision, resulting in delays.



PROTECTING PEOPLE. PROMOTING INTEGRITY. ADVANCING KNOWLEDGE.

APPLIES TO ALL SCHOLARLY PROJECTS



1 CITI TRAINING & DOCUMENTATION

REQUIRED BEFORE APPROVAL

- ✓ Student Researcher CITI Certificate
- ✓ Faculty / Department Representative CITI Certificate
- ✓ Current Training Documentation



VERIFY

- ✓ Dates are current
- ✓ All required signatures are present
- ✓ All required forms are completed



Missing certificates, signatures, or dates may delay review.

2 SECONDARY DATA: SHOW MORE THAN A LINK

REVIEWERS NEED

- ✗ Website link only
- ✗ Dataset title only



PROVIDE

- ✓ Dataset description
- ✓ Population represented
- ✓ Variables to be used
- ✓ Sample size
- ✓ Data collection source
- ✓ Time period represented
- ✓ Data dictionary (when available)



EXPLAIN

- Exactly what data will be analyzed
- How data will be completely de-identified
- Statistical tests to be conducted
- How data answers research questions

3 DATA CURRENCY & PERMISSIONS

SECONDARY DATA



Preferably 5 years old or newer

INCLUDE

- ✓ Permission letters
- ✓ Data-sharing agreements
- ✓ Source documentation
- ✓ Access approvals



PUBLIC DATA

Provide the following:

- Source location
- Variables used
- Explanation of use within the study

4 QUALITATIVE RESEARCH DOCUMENTATION

REVIEWERS SHOULD BE ABLE TO SEE

- Interview protocols
- Focus group guides
- Observation protocols
- Coding plans
- Document samples



MEDIA SOURCES

- Videos
- Podcasts
- Audio Recordings

INCLUDE

- ✓ Working links
- ✓ Full transcripts
- ✓ Permissions when applicable

5 EXPLAIN YOUR ANALYSIS

DO NOT SIMPLY STATE

- ✗ "SPSS will be used."
- ✗ "JASP will be used."
- ✗ "Atlas.ti will be used."



INSTEAD, EXPLAIN

- ✓ Which variables will be analyzed
- ✓ Which tests will be conducted
- ✓ Why those tests were selected
- ✓ How findings answer research questions
- ✓ How qualitative codes/themes will be developed
- ✓ How rigor, credibility, and trustworthiness will be established



6 COMPLETE EVERY IRB SECTION

BEFORE SUBMISSION

- ✓ Every question answered
- ✓ Every field completed
- ✓ Dates verified
- ✓ Sample sizes verified
- ✓ Permissions attached
- ✓ Research questions aligned
- ✓ Methodology clearly described
- ✓ Signatures completed
- ✓ All documentation attached
- ✓ All required forms included



THE IRB CANNOT ASSUME MISSING INFORMATION. If reviewers have questions, the application may be returned.

7 ALL SIGNATURES & DATES ARE REQUIRED

VERIFY BEFORE YOU SUBMIT



Student Signature



Faculty/Advisor Signature



Department Representative Signature



Dates Completed



All Pages Signed & Dated



Missing signatures or dates will result in a return.

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SAGE TIP

The strongest IRB applications answer reviewer questions before they are asked.

Accuracy • Transparency • Documentation • Rigor
Lead to faster review and fewer revisions.

