

INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL

Anytime research is conducted in which animals or human subjects are used, an IRB application must be submitted and approved before such a study can begin. While exemptions are occasionally made, the application must still be submitted in order to receive this exemption. The best way to determine if you need to complete an IRB application is to go to the CSUSB website and take their interactive tour. It is located at <http://irb.csusb.edu/exempt/exempt1.htm>. Once you have complete this step, you should submit you IRB application to the Research and Sponsored Programs Office located in the Administrative building room 128. The review board meets approximately every two weeks while classes are in session. The research and sponsored programs website has the exact dates, times, and locations listed. <http://research.csusb.edu>.

All IRBs being submitted for a graduate student's thesis research should be reviewed by their chair person prior to its submission to the research office.

The Center for Criminal Justice Research keeps a binder of example IRBs in the its Reference Library for students and projects staff to review.

The IRB maintains a number of documents on their website that will assist you in preparing your IRB application. Be sure to consult the following.

- **Policies and Procedures for Review of Research Involving Human Participants**
This includes: the responsibilities of the investigator, criteria for approval, samples of informed consent, categories of review, and more.
- **Application to Use Human Participants in Research**
This is the actual application you would use. There is a separate one for animals available on the website.
- **IRB Application Checklist**
This checklist helps describe what you need to do in order to complete each IRB application question fully.
- **Sample Debriefing Statement**
This is an example of a debriefing statement, which you are to give subjects after they complete their participation in your study.