Human Research Protection Program (HRPP) and Institutional Review Board (IRB) Newsletter

CAMPBELL UNIVERSITY

REMINDERS

- COVID 19 and Human Subjects Research is still in effect.
- If you are unsure if your project is research or is human subjects research please use the Human Subject Research Determination Sheet before submitting any documents to the IRB for determination or review.
- Check the IRB website for the most up to date information.
- Undergraduate research for education only in the classroom submissions are due at least one month prior to the anticipated class start date.
- When submitting documents, please use the **original** format of the document. The IRB **does not** accept google format or MSWord documents reformatted as a pdf. document.

Do You Have a Question?

Contact the HRPP/IRB Office at 910-893-7780 or email us at irbadmin@campbell.edu

IMPORTANT INFORMATION

1. NOTICE All Investigators with IRB Protocols approved prior to July 1, 2018 please contact the IRB. This includes protocols that were approved by Exempt review. The IRB requires an updated protocol status, if the protocol is ongoing, submit a Progress Report or if the research is complete, submit a Closure Form. The IRB sent notifications regarding exempt project status to investigators on 2/9 and 2/10.

2. NEW **SPRING TERM 2021 IRB Meeting Schedule** can be found on the IRB website.

3. NOTICE The updated IRB website is currently being prepared for publication.

4. REVISED IRB Guidance documents have been updated and are located in the Guidance Library section of the website.

5. NEW Human Subject Regulations Decision Charts can be found in the Guidance Library on the IRB website. These charts are intended to aid those who need to decide if an activity is research involving human subjects, exempt review categories and determining if consenting waivers are appropriate.

6. REMINDER All types of protocol submission are required to be submitted using the appropriate Electronic Application Form in Wufoo. Emailed protocol submissions will be returned. Links to the electronic application forms can be found in the instructions at the top of each submission form

As always, the use of the most current version of an IRB document (found on the IRB website) will improve the speed of the IRB review process

Q: What is the best location for maintenance & permanent storage of research materials?

A: The IRB recommends that all paper research documents be stored in the investigator's locked office and in a locked file cabinet. This applies to identifiable/de-identified/anonymous research materials. Electronic research materials should be stored on a Campbell desktop computer or on the Campbell Egnyte server. The research documents should only be accessible by IRB approved research staff. The IRB Office offers investigators their own research protocol specific folder on the Campbell Egnyte server. Only IRB approved research staff have access to the folder while they are attending or working at Campbell University. Access to these folders can be granted to research collaborators at other institutions, if required. The IRB will only access a protocol specific research folder to conduct post-monitoring activities. We strongly recommend the use of an IRB Egnyte protocol specific folder as it is readily accessible to the IRB and does not requiring transferring of research materials when faculty leaves the institution. The IRB also recommends the removal and deletion of research materials from online platforms, such as Qualtrics surveys, as soon as possible for permanent storage and data analysis. Identifiable or coded research materials must be saved using encryption and password protection. Please note that storage of research materials on portable devices, laptops and in your home is not allowed.