April 2021

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

REMINDERS

- **Use Wufoo not email to submit your protocol:** 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.
- **To speed up IRB review, make sure your submissions are complete and contain all information.** When completing your Research Plan use the Research Plan Guidance document to ensure you provide all the information the IRB requires when making a determination or approval.
- 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. DETERMINATION TOOL 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.
2. REMINDER Faculty Advisors as the end of the academic year approaches please ensure Closure Submissions are submitted to the IRB for student research completed and by graduating students.
3. NOTICE The IRB is happy to meet with investigators to provide guidance with their research projects. Moving forward the IRB Chair is requiring Faculty Advisors **must** attend the meeting regarding student research. Student attendance is not a requirement.
4. NOTICE Many documents will be revised during May and June. Please make sure you are using the current version of a document prior to submission.
5. NOTICE The reconstructed IRB website is almost complete! The new site will be easier to navigate, have more pages and require less "clicks" to locate information. If you are having difficulty with miss links on the current IRB website, please contact the IRB for specific information required.

As always, the use of the most current version of IRB documents (found on the IRB website) will improve the speed of the IRB review process. This allows researchers to receive an IRB decision and start research activities sooner.

Q:What does the IRB mean when they ask for the identification level of my research information?

A: Levels of Identification refers to the use of identifiers in the collection, recording and storage of research materials. **The level can change during the course of a research project.** Most research materials are identifiable.

Identified Data: refers to data which utilizes one or more identifiers, including those defined by HIPAA and FERPA such as:

- Audio/video or image recordings
- Coded data, key held by the project team.
- Coded Data, key not held by the project team.

Limited Data Set: refers to Private Health Information (PHI) and only HIPAA identifiers.

De-Identified or De-identification: data that has undergone or will undergo a process of removing any identifiers by the following methods:

- Honest broker: receives the identified information and returns to the investigator with identifiers removed, may be coded but code may never be released to the investigator.
- investigator removes identifiers or removes code and destroys code any time after the research materials are collected.
- Receiving coded research materials without identifiers and without the key code or no key code created.

Anonymized or Anonymization: research materials received or have undergone a process of de-identification where information cannot be linked back to the subject and there is no possible methods available to re-identify the subjects.