Office of Research Compliance

Common Mistakes

Levels of Review
Common Mistakes

- Indicating that data is anonymous when it is actually confidential.
- Stating that there are no risks involved in the activity. Even though the risks may be low, they need to be listed in the application and consent form.
- Not completing CITI online training, or completing the wrong online training.
- Appendices, Consent forms, surveys, or interview instruments are not attached for review.
- Not answering all of the questions on the application or appendices.
- Sending application directly to the Office of Research Compliance when it should be sent to a discipline specific reviewer first.
- Not attaching translated consent forms for international research.
- Not using checkboxes on the application.
- Consent form is long and/or difficult to understand.
How long does it take to get approval?

Plan ahead. Do not wait until the last minute to submit your application. Approval can take 1-6 weeks. The more complete your application is...the quicker you can get approval. The total volume of submissions received and the complexity/completeness of your submission will influence approval timelines.
Is there somewhere where I can get a template to help me develop the consent form for my study?

Yes, visit the ORC website.

Do I always have to attend an IRB meeting to have my protocol approved?

No, typically only when your protocol is deemed a Level III. If you are an advisor on a student’s protocol that is reviewed as a Level III project you will have to attend the meeting.
CONSENT FORMS

Characteristics of a good one:

• Provides potential subjects with information about the research. Focus on “need to know” information, not theoretical background.

• Emphasizes that participation is voluntary and that they are able to stop their participation at any time.

• Easy to read. Use short sentences and words (when possible).

• Should be written the way in which you speak to the participants (use “you” instead of “the subject”).

• Uses bulleted lists rather than paragraphs when possible.
All research projects are categorized into one of three levels for the IRB review process. Each level is different in the level of scrutiny and submission procedures. The IRB is responsible for making the final decision of which category a research project falls under.

**Level I**
- **Exempt from Annual review**
  - Surveys, interviews, evaluation of service programs, educational tests, class projects, food quality, research involving existing data

**Level II**
- **Expedited**
  - Can involve children, audiotaping, research on individual or group behavior (focus groups)

**Level III**
- **Full review by convened IRB**
  - Sensitive subjects, vulnerable subjects, sometimes children