

Institutional Review Board

The Institutional Review Board (IRB) is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under auspices of the institution with which it is affiliated.

Institutional Review Board
North Carolina Central University
1801 Fayetteville Street
Durham, NC 27707

PHONE 919.530.7333
FAX 919.530.5239

For more information, please visit us at the
Office of Sponsored Research & Programs
www.osrp.nccu.edu



Process & Procedures
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IRB Guidelines

The Institutional Review Board (IRB) for the protection of human subjects in research reviews and approves all requests to use humans as subjects in research. This includes educational tests, survey procedures, interview procedures or observations of public behavior, as defined by the Department of Health and Human Services (DHHS) regulations.

Submission & Review Criteria

Only completed IRB packets will be accepted for review, which will include the following:

- Eight (8) Completed, typed forms with Principal Investigator's (PI) and/or Faculty Advisor's (FA) signatures.
- Evidence of CITI training or NIH human subjects training must accompany application.
- A clear explanation in the applications submitted regarding research design, analysis, and recruitment procedures, as well as a detailed explanation about data storage and disposal.

All consent forms must have the names and contact info of the IRB Director(s).

Review Timeline

Individuals should allow 30-60 days to receive a response from the IRB committee.

Student Information

Students conducting human subject's research at NCCU, as a representative of NCCU, or an affiliate of NCCU, must have their faculty advisor sign the IRB protocol prior to receiving IRB approval.

Research protocols should be submitted to the IRB for review one semester prior to the student's expected date of graduation. Therefore, if a student plans to graduate in May, it is best for him/her to have IRB approval in the fall semester.

Data can not be collected from children under the age of 18 without parental or legal guardian consent.

NCCU IRB Process

1. Obtain IRB forms from www.osrp.nccu.edu
2. Submit your IRB protocol packet to the IRB office
3. Submit the original and an electronic copy of your protocol packet to wbarnett@nccu.edu
4. The PI will receive confirmation of the completed protocol submission
5. The IRB committee meets monthly to discuss protocol submissions; please allow 30-60 days to receive a response from the IRB committee.
6. A letter indicating the committees' decision will be sent to the PI once the committee has fully reviewed the protocol.

Protocols received by the 5th of each month, will be reviewed that month.
Protocols received after the 5th will be reviewed the following month.

CITI Training

Please visit www.citiprogram.org to use the CITI human research educational programs.

You must complete the CITI Training in order to conduct your research.

IRB Submissions Forms

In order for the IRB committee to review your research, the following forms must be completed:

1. Form A: Research Protocol Information
2. CITI Training confirmation
3. Research Protocol Checklist
4. IRB Coversheet

For a copy of these forms, please visit us at the Office of Sponsored Research & Programs website www.osrp.nccu.edu