



Procedure for Obtaining IRB Approval for Research Involving Human Subjects at USC

IRB #: USC-RE-PRO-001

1. The prospective researchers submit their research proposals to their research supervisors for review and if satisfied, their supervisors indicate the researchers' readiness to seek IRB approval.
2. Researchers must apply for IRB approval at **least 30 days prior to their data collection.**
3. The researchers can acquire IRB Application form and the related documents via any one of the following channels:
 - a. Visit the Office of Research and Innovation webpage and download USC IRB Application Form and the guidelines.
 - b. Contact the Program Coordinator in their respective Schools.
 - c. Email a request to the Director of Research and Innovation at chands@usc.edu.tt.
4. The documents relating to IRB Application include:
 - a. Proposed consent form
 - b. Copy of your proposal
 - c. Questionnaires/ Survey Instruments
 - d. Letters of Authorizations/Permissions
5. The researchers complete the required forms and submit them via soft copy or hardcopy directly to the Director of Research and Innovation.
6. The researchers must ensure that their supervisor's signature is endorsed in the application Form and that they have reviewed all the documents prior to the submission.
7. The Director of Research and Innovation reviews the application for completeness and determines whether the application requires Expedited Review or Committee review by the IRB. Expedited Review will be conducted on applications that involve low, or minimal risk to participants. Full IRB committee review will be required for those applications that involve high or significant risk to participants.
8. If the application is complete, the Director of Research and Innovation passes the application to the IRB committee for Review. Expedited review applications are passed on to an individual committee member while Full committee review applications are submitted to the Chair of the IRB for scheduling of review at a full committee meeting.
9. Expedited Reviews will be completed by the member of the IRB within two weeks and sent back to the Director of Research and Innovation with detailed comments for the researcher.
10. If all requirements for ethical review (expedited or Full) have been fulfilled and the quality of the proposed research is deemed to be acceptable, the IRB member /s will endorse his/her/their approval for research in the IRB evaluation form and submit to the Director of Research and Innovation.
11. If the application is deemed to be incomplete, or the quality of the research contains significant flaws, the prospective researcher is informed in writing and requested to resubmit an application after the recommended changes have been completed.

12. When the prospective researcher successfully submits/resubmits a complete application that is deemed to meet all of the ethical standards, he/she receives an official letter of Ethical Approval of Research from the Chair of IRB.
13. The researcher is then allowed to conduct his/he study and collect data while observing all the processes and procedures as outlined in their research proposal.
14. Research at USC may be monitored by the IRB to ensure that all ethical guidelines and standards are being adhered to.

Approved by APC, October 18, 2016