

General IRB Submission Procedures for SCIH and EDAD doctoral programs

1. Student prepares full proposal.
2. Proposal receives pre-proposal defense preliminary approval by chair and committee members, and chair says proposal is ready for protocol submission to IRB.
3. Prepare the IRB document
(available online at <http://www.tamu-commerce.edu/gradschool/research/researchfiles/irb.html>).
After completing the protocol and before submitting it, remove all of the original instructional/informational text and include only the headings and your info under each heading.) Check with your major advisor about specific guidelines. Complete the checklist on the next page, as you prepare and submit your IRB protocol.
4. Minimum of 3 weeks before proposal defense scheduling deadline (which is the 25th of month before defense) do both of the following:
 - a. Deliver **signed first page of IRB** submission, **as well as the signed checksheet** from the next page of this file to the appropriate departmental IRB person:
EDAD to Dr. Jane MacDonald (in Ed North 104B, or FAX to 903-886-5507, attention to Dr. MacDonald).
SCIH to Dr. Sue Espinoza (in Ed North 116, or FAX to 903-886-5507, attention to Dr. Espinoza).
 - b. Send the entire IRB protocol to the same departmental IRB person, being sure to include only what is required, as stated on the IRB form.
5. Departmental IRB committee reviews the protocol and sends feedback to student and advisor if additional information is needed.
6. Departmental IRB committee notifies student and advisor of departmental IRB approval, and delivers the IRB signature form (which the student submitted in step 4a above) to the Graduate School.
7. Student sends complete IRB (that had been sent to the department IRB in step 4b above) to Natalie, as an e-mail attachment, and she will forward it to the university IRB committee.
8. The university IRB committee will notify student and major advisor when IRB is reviewed – letting them know whether the IRB has been approved or whether more information or a meeting with the IRB committee is needed.

The above are general procedures that apply to all doctoral students in both the EDAD and the SCIH doctoral programs.

Be sure to check with your major advisor about any other specific requirements.

IRB Submission Guidelines Checklist

Department of Educational Leadership – based on university procedures

The following checklist will assist you as you adhere to the university IRB procedures. Please submit this checklist to your departmental IRB person, along with the first page of the IRB form, as described on the previous page (#3). Remember to complete your proposal and receive your advisor's approval to submit the IRB forms, before doing the following:

- Download the DHSPC/IRB Submission Application Forms from the Graduate School web site (<http://www.tamu-commerce.edu/gradschool/research/researchfiles/irb.html>).
- Complete the application form in full making sure that you keep your answers short and succinct. This IRB protocol is not a copy of your proposal – insert the only the information requested.
- Have someone edit or read your IRB protocol for wording, grammar, and spelling, and make appropriate changes.
- Make sure all information requested for the IRB protocol is included, in the appropriate section(s).
- Remove all instructions from the IRB protocol – it is to contain only your responses to the requested items.
- Include survey or data collecting instrument(s), if using for your data collection.
- If your data collection instrument was originally developed by someone else, include their permission message or letter for you to use and/or modify it.
- Include permission from all entities from which you intend to collect data. This might include school districts, colleges or universities, university departments, etc.
- Document all proprietary materials used – that includes anything that you did not develop/create.
- Read and follow instructions for informed consent letter/form, and include form (table in instructions packet) as part of your IRB submission – this is a major reason for IRB protocols not to receive approval, so be very careful about consent form(s).
- Include Appendix A (from IRB instructions), and type in your answer to each of the questions, after each question (in bold)
- Do not send your reference list or an entire proposal.
- If data are collected from minors, expect to be contacted by the University IRB committee about meeting with them.
- No data collection may begin until University IRB committee approves the study and your committee has approved your proposal (after your successful proposal defense).
- Adhere to time-lines listed on the previous page
- Three weeks before scheduling the proposal defense, submit all materials to the appropriate departmental IRB person, as listed on previous page.

Your Dissertation Committee Chair should sign below to indicate that you have permission to move your IRB protocol forward to the Department's Human Protection Committee.

Signature of Doctoral Student: _____

Signature of Chair of Dissertation Committee: _____

Date: _____

Include this with your submission to the appropriate Department Committee Chair.