K-State IRB Application Frequently Asked Questions

When do you need to submit an IRB application?

- You need to submit an IRB application when you are collecting research data from human subjects.

How long does it take the K-State Research Compliance Office to review an IRB application?

- This depends on the office's current workload (i.e., how many other IRB applications they are reviewing at the time) and your IRB application's content.
- The website states that an IRB review typically takes approximately three weeks but notes that that some reviews may take longer.
- If your research study falls under an "exempt" category, the review may be expedited because it does not require a full review.

Who can submit/sign an IRB application?

- Principal Investigators on IRB applications must have faculty status at K-State. Students cannot submit an IRB application without a faculty member. The faculty member must sign the application prior to its submission.
- If a student should be the main point of contact for the application, there also is a space on the application to include the student's contact information.

How do you submit an IRB application for review?

- Complete the current version of the IRB application form, which can be found on the K-State Research Compliance Office website (www.k-state.edu/comply/irb/).
- Email the signed application and all supporting materials (e.g., grant proposal, instruments, consent forms/debriefing statements) to comply@k-state.edu.

Whom should you list as collaborators on your IRB application?

- Anyone who is collecting data from human subjects or working with personally identifiable data following its collection should be listed as collaborators on the application.
- All collaborators listed on the IRB application must complete CITI training before the application will be approved.
- Non-KSU collaborators may also need to complete an Unaffiliated Investigator Agreement.

What updates are reflected in the current application form (dated January 18, 2019)?

- Section V – Design and Procedures (E): There are two new questions related to biological samples and genome sequencing.
- Section VIII – Confidentiality (A-D): There are now four separate questions instead of one.
- Section IX – Informed Consent (checklist): There are five additional questions, related to use of information for future studies and commercial profit, clinically relevant results provided to participants, and inclusion of whole genome sequencing.
- Section X – Project Information (S): There is one new question asking whether the study is a clinical trial.
- Section XIV – Project Collaborators (C): There is a new question applicable only if the study has non-KSU collaborators, asking about the non-KSU collaborators' role in the study.
- These updates are highlighted in the application provided as a separate handout.

What resources are available to assist in preparing K-State IRB applications?

- K-State's Research Compliance Office serves as a resource for IRB applications.
    - Website: www.k-state.edu/comply/irb/ (for current forms and guidelines)
    - Telephone: 785-532-3224 (for questions related to IRB applications)
    - Email: comply@k-state.edu (for questions related to, and to submit, IRB applications)

Sample Consent and Debriefing Statements for a Web-based Survey Data Collection

Introductory Consent Statements:

The purpose of this survey is to gain your perceptions related to your experiences with and feedback on the program.

Your responses to these survey questions will be kept confidential, and your participation is voluntary. Your responses will be combined with those from other survey respondents and used to document the progress and collaboration of the project. Information shared will not be used or distributed for any other purposes.

We ask that you please complete this survey by [date]. The survey should take approximately 15 minutes to complete. Your feedback is important, as your responses will contribute to the successful implementation and reporting of the project.

For technical assistance related to the survey or questions about the evaluation, please contact the evaluation team [insert contact information].

Questions about the project and the evaluation also can be directed program leadership [insert contact information]. You may also contact the Research Compliance Office at Kansas State University with questions about the evaluation (comply@ksu.edu).

Thank you,
[Insert Name and Signature Information]

Please indicate your consent to participate in this survey.

By selecting "I agree to participate", you are providing your consent to participate in this survey. If you would like a hard copy of the consent form, please print this page for your own records.

a) I agree to participate.
b) I prefer not to participate.

Debriefing Statements:

- Thank you for sharing your perspectives with us today. Your feedback will be invaluable as program leadership plans for moving forward with implementation.
- Next steps for us include compiling your responses and sharing them back with program leadership. The information gathered from this survey is confidential and will be summarized with other survey responses into a report for the program leadership team for use in project planning. You will not be mentioned by name nor will any personally identifying information be included in the report.
- If you have any questions about the evaluation, please contact the evaluation team [insert contact information] or program leadership [insert contact information]. You may also contact the Research Compliance Office at Kansas State University with questions about the evaluation (comply@ksu.edu).