• The IRB has implemented a more streamlined process for review of protocols. Please read new forms carefully and call the IRB Coordinator at 270-809-2916 if you have any questions.

• **The IRB will not meet during the annual national IRB meeting** (usually during the second or third week of November; check with the IRB Coordinator for exact dates) or **during semester breaks**. The IRB resumes its review of protocols in mid-August when the faculty return to campus for the fall semester and in mid-January when the faculty return to the campus for the spring semester. The date of the last IRB meeting of the current semester is listed on the IRB Meeting Dates page. In case of emergency, the IRB Coordinator is available via e-mail.

• The IRB application form has been updated to address the latest requirements in the continually evolving process of obtaining approval of research involving the use of human participants. Please be sure to complete every question and to submit an additional copy of all of your attachments via e-mail to msu.irb@murraystate.edu. Review of your protocol application will not be done until the IRB Coordinator receives this additional electronic copy.

• When you sign the IRB protocol and send it in for review, you should look upon this as signing a contract. What you state in the protocol is what you are swearing that you intend to do in the research. The IRB cannot approve materials based on what you intended to say, only on what you did say. Proofread your protocol and attachments before you submit them for review and make sure that they say what you mean and that you mean what you say.

• Please note that **if you fail to respond to a request for a Protocol Update and Closure form, your protocol will be closed due to non-compliance with federal and university regulations. Human subjects research that is done without the current approval of the IRB is done without the protection of the University. After two such closures, the IRB will not review any further submissions from you until you have submitted all requested paperwork for all your protocols currently on file in the IRB office.**

• **ANY** Murray State student or personnel (in addition to the Principal Investigator) who will assist with data collection and be in contact with the participants in research that requires IRB approval must have appropriate training human subjects protections. Proof of such training for each member of the research team must be submitted to the IRB with the protocol. Information about approved training options is available on the IRB web site.

• The federal definition of “research” is the systematic collection of information that will contribute to generalizable knowledge. This means that class projects, the results of which do not leave the classroom, do not require the review of the IRB because they do not lead to generalizable knowledge. These projects are not the business of the IRB. The IRB encourages faculty to utilize other methods of ensuring that classroom projects are held to the highest ethical standards by obtaining peer review, departmental review or other methods the instructor deems appropriate.

• Beginning January 1, 2016, all IRB submissions will be done via email. The IRB is moving towards a paperless process for the future when all submissions will be handled strictly through online processes. Please ensure that all of your faculty and staff who will be submitting requests for review of human subjects research know to submit the following information to msu.irb@murraystate.edu:

---

Updated 01/15/2016
• **NEW**: A *pdf* copy of the signed, completed *Application for Review* sent to the IRB via email at [msu.irb@murraystate.edu](mailto:msu.irb@murraystate.edu) and one paper copy sent to the IRB office.

• An editable *Word* document copy of all attachments (surveys, consent documents, recruitment materials, data collection forms, etc.) sent to the IRB via email at [msu.irb@murraystate.edu](mailto:msu.irb@murraystate.edu) and one paper copy sent to the IRB office.

• A copy of the required training certification (the IRB will not review any protocol until all principal investigators, faculty mentors, university personnel and others who will be assisting with the data collection have completed the required training and submitted a certificate or score to the IRB Coordinator). The online training is available at [www.citiprogram.org](http://www.citiprogram.org) and must be renewed every 3 years.