

Valparaíso University
Institutional Review Board (IRB)
Office of Sponsored and Student Research

INSTITUTIONAL REVIEW BOARD (IRB)
TRAINING REQUIREMENTS FOR PRINCIPAL INVESTIGATORS (PIs)

1. Purpose

The Institutional Review Board (IRB) reviews applications in accordance with the Revised Common Rule, the Belmont Report, and other applicable federal and state laws and regulations. Training is required in order to conduct research that complies with these principles and requirements. The IRB will not review a project unless and until the PI (and any co-PIs) have completed the required training.

Valparaíso University uses the CITI Program online training. Training is valid for a period of four years, after which time the training must be repeated. All PIs, whether faculty, staff or students, must complete the required training. Certificates of completion from <https://phrptraining.com/> will be accepted up to four years from the issue date after which point, the CITI training must be completed.

2. IRB Members

See the IRB Composition and Function Policy and Procedure.

3. Faculty/Staff Investigators

Investigators must complete the core modules in the CITI training before submitting their application for review. Additional modules may be required based on the project. For example, researchers doing a project with prisoners must complete the modules on research with prisoners. Researchers working with information protected by HIPPA must complete the modules related to HIPPA. The IRB Chair will communicate with PIs about additional modules that are required based on their project. These additional modules must be completed before the IRB will review the project. Training is valid for four years from the completion date.

4. Student Investigators

The IRB reviews application using the same criteria regardless of whether the investigator is faculty, staff or student. Therefore, student investigators must complete the same training as faculty/staff as relevant to their project. See #3 above.

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5. Faculty Supervisors of Student Investigators

Many student/class projects do not meet the federal definition of “human subject research” yet are “research” in a broader sense. This research must still be conducted ethically and with regard to the safety and autonomy of the human subjects. Faculty are responsible for teaching and guiding students as they conduct their projects. Faculty must discuss the general principles of ethical conduct in research with the students prior to the initiation of the project, including:

- Protection of vulnerable/protected participants (children, prisoners, cognitively impaired, etc.) and ways to manage/minimize the use of sensitive topics (sexual activity, illegal behavior, victimization, etc.);
- Review projects for and suggest ways to maximize privacy and confidentiality and to maintain data security. This includes collecting data anonymously, how and where data is stored, and the destruction of data; and
- Whenever participants are asked to provide data (e.g., interview, survey), explain to them who is conducting the project, what it is about, what it is for, and any other relevant information.

As projects are undertaken, faculty must ensure that all surveys/questionnaires/interviews are preceded by a disclosure of the following to the respondent. If an information sheet or recruitment materials are used, these points must be in that document:

- The student identifies him/herself as a student who is performing the activity to fulfill a course requirement, and the course is specifically identified;
- The name of the supervising faculty member to contact for questions;
- The name(s) of the person(s) who have access to the individual data and/or summarized results (e.g., instructor only, company/organization/agency); and
- Respondents are informed that their participation is completely voluntary and confidential.

At every stage of the project, care should be taken to protect the rights and welfare of the individuals who act as participants. Standard research practices such as obtaining informed consent, ensuring confidentiality, conducting responsible fieldwork, and giving participants a contact name should be employed. Faculty supervisors are responsible for guiding student

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researchers and overseeing research projects at every stage - from conceptualizing the project through data analysis and presentation/publication.