

Department of Secondary Education
eIRB Application Approval Procedures for Faculty & Students
Revised October 12, 2009

1. See complete IRB application information and online submission procedures at -- <http://www.research.usf.edu/cs/irb.htm>
2. For dissertation studies, students should not apply until after successful proposal defense and completion of proposal revision.
3. All non-dissertation research by student PIs *must* have faculty sponsor/co-PI.
4. Scientific Review can be performed by any appropriately credentialed scholar within the Department. For example, departmental dissertation committee members other than the Major Professor can often perform this task. They are already intimately familiar with the details of the research, so it is very easy for them to execute the review if their certifications are current.
5. Applications for Exempt Certification that have received scientific review by an appropriately credentialed scholar within the Department require no further scrutiny if no additional Department resources are requested. The scientific reviewer should notify the Department Approver (DA) by email that her/his IRB credentials are current and that approval should be granted.
6. All other applications will be reviewed by the DA, normally within five working days of submission.
7. All applications will be assumed to make no request for departmental resources other than those normally available to the applicant without appeal to the Department Chairperson. If additional resources *are* required, the applicant should send an email message to the DA providing details of the request. This message should be sent in advance of formal submission of the e-application to IRB.
8. The current DA is James A. White, Ph.D. Email: jwhite@coedu.usf.edu