What is the Local Review Board?
The Local Review Board (LRB) resides within every college at DePaul, including SNL. All proposals involving human subjects come to the SNL LRB before being sent to the University's Institutional Review Board (IRB). This is the first point of contact for any proposal involving human subjects that is not specifically related and limited to class assignments.

What is the Institutional Review Board?
The Institutional Review Board is a university-wide committee formally appointed by President Dennis Holtschneider to review all research activities involving human subjects conducted by DePaul faculty, staff, or students. The IRB is made up of a diverse group of DePaul faculty and staff with representatives from various colleges, schools, and departments, as well as local community representatives. The SNL Local Review Board submits vetted proposals to the IRB.

Why do we have these boards?
The IRB fulfills DePaul’s contract with the federal Office of Human Research Protections (OHRP) to ensure that all human subjects research (whether federally-funded or not) conducted by DePaul faculty, staff, and students complies with the federal regulations (45 CFR 46) and adhere to the statement of principles contained in the Ethical Principles and Guidelines for the Protection of Human Subjects of Research (The Belmont Report). IRB approval affirms the methodological and ethical quality of the research, and it is the primary responsibility of the IRB to review research activities that involve human subjects or their data to ensure that:

- The risks to the participant are outweighed by the possible benefits to the participant and/or the importance of the knowledge to be gained or its benefit to society.
- The rights and welfare of each participant will be adequately protected.
- Informed consent is obtained by adequate and appropriate means, when applicable.
- Long-term research protocols are reviewed at least annually.
- The participant is fully aware of his/her rights, risks, benefits, and the nature of the procedures.

What sort of review is needed for class-related projects?
IRB review of classroom-related activities is not required at DePaul when the collection of information from participants is exclusively for the purpose of class discussion or for the purpose of training in research or research methods. Instructors who believe that their students’ classroom-related activity does not require IRB review may choose to submit the course syllabus to their Local Review Board for confirmation. Instructors who are uncertain about whether their classroom activities require IRB review should definitely submit their course syllabus to their Local Review Board for evaluation.

Even when IRB review is not required, activities designed to collect information from human participants should protect the rights of these participants. In such cases, the instructor remains
responsible for educating students about the protection of human subjects and providing ethical
guidance for all student projects. The SNL LRB strongly recommends that all students embarking
on human subject research complete the CITI training and certification.

Instructors and students are advised to review and adhere to DePaul’s Best Practices in Designing
& Conducting Non-Reviewable, Classroom Based Research at the end of this document.

What if the research involving human subjects will extend beyond the classroom
assignment and/or is independent from any class? Research with human subjects that is not
specifically related and limited to class assignments must be reviewed by the LRB and IRB. All
individuals engaging in the conduct of research at DePaul with human subjects, including faculty
sponsors supervising student researchers, will be required to complete the CITI on-line basic
initial training program before they will be approved as personnel on a research protocol.

What if I want to publish data collected for a class project? Data collected for a class project
may not be used for publication or presentation, unless the project was reviewed and approved by
the IRB prior to recruitment and data collection. Should there be any possibility of or intent to
publish, present, or otherwise disseminate research data or findings outside the course in the
future (e.g., for a Senior Paper, a Master’s Thesis, by the instructor), an application must be
submitted for review and approval by the IRB prior to the start of recruitment and data collection.

Resources
For more information, see the following: http://offices.depaul.edu/ors/research-
protections/irb/Pages/faqs.aspx

For training, see the following: https://offices.depaul.edu/ors/research-
protections/irb/training/Pages/default.aspx

For forms, see the following: https://offices.depaul.edu/ors/research-
protections/irb/Pages/forms-templates.aspx

Steps to Human Subjects Research LRB/IRB Approval:
1. If you and your instructor judge that your research falls under LRB/IRB requirements,
download the form, complete it, and mail it to snllrb@depaul.edu for internal review.

2. The Local Review Board at SNL will review and likely send the proposal back to you with
specific questions and suggestions for changes. Once a final proposal is agreed upon, SNL
IRB will submit the proposal to the Institutional Review Board, who will be in touch with
you once a determination has been made or if there are questions.
Best Practices in Non-Reviewable, Classroom-Based Research

♦ The Institutional Review Board at DePaul University does not review research conducted by students solely to fulfill a course requirement, unless the student researcher or the faculty member intends to disseminate or generalize the data (e.g., by publishing, presenting/publishing an abstract or poster, or presenting the research at an academic conference). Nevertheless, DePaul University has a strong interest in ensuring that all research at the university is conducted ethically. For this reason, DePaul’s IRB has ratified the following “best practices” for faculty members who teach research methods courses and for students conducting research in order to fulfill course requirements. Human subjects research conducted to complete Masters or Doctoral degree program requirements is not included in this policy, as these activities require IRB review and approval prospectively.

♦ Students engaging in non-reviewable classroom human subject research should complete the human subjects research ethics training module required for students by the DePaul Office of Research Protections. The link to the online CITI training course is available on the IRB webpage at: http://research.depaul.edu/. In addition, students should carefully review important documents in the area of human subjects protection (i.e. Belmont Report; Declaration of Helsinki; World Health Organization Guidelines)

♦ Students are encouraged to develop data-gathering procedures that are consistent with the principles outlined in research ethics and human subject protection guidance and that incorporate methods to protect the confidentiality of the research data.

♦ Confidentiality and protection of research subjects should be the guiding principles in students’ research methods. Whenever possible, participants’ anonymity should be guaranteed.

♦ Students are cautioned that anonymity and confidentiality have different meanings.

  o Study data may not be appropriately described as “anonymous,” if the researcher collects participant names, other identifiable information, or audio- or video-recordings (see guidance on audio/video recordings). Additionally, study data might not be anonymous if a combination of data elements, such as birth date, occupation, and zip code, could reasonably be used to determine the identity of the participant. Study data may be “anonymous” when the researcher never records anything in the research record that identifies the participant. Study data may be anonymous when the participant themselves is not completely anonymous to the researcher, for example in cases where interviews take place face-to-face, the participant is not anonymous, but the data can be recorded anonymously.

  o Conversely, for a study that involves the collection of names or identifiable recordings the researcher could indicate that all data will remain “confidential,” when research procedures ensure that participants’ data will not be shared outside the research team in an identifiable format and protections are in place to prevent an unexpected breach of confidentiality.

SNL LRB/IRB 4/8/14 3
Students must become familiar with the principles of informed consent and be able to justify their consent processes to supervising faculty. A standard informed consent process includes:

- Using a consent document or script or information sheet that provides sufficient information for the participant to make an informed decision about whether or not they want to be in the research (see, e.g., “adult consent form” or exempt information sheet templates at: http://research.depaul.edu);
- Ensuring that the consent document or script, or information sheet, is written at a language level appropriate for the population;
- Having an oral exchange with the participant about the substance of the consent form or information sheet;
- Asking the participant to recount key characteristics of the study (risk, benefits, activities), in order to confirm understanding;
- Collecting a signed & dated form from the participant, if appropriate; and
- Providing the participant or parent/guardian with a copy of the consent form or information sheet for future reference.

These steps apply, regardless of whether the student seeks consent from an adult participant, parental permission from a parent/guardian, or assent from a minor participant.

Should there be any possibility or intent to publish, present, or otherwise disseminate research data or findings outside the course, students must file an application for review with the IRB prior to beginning recruitment or data collection. Students should name a faculty sponsor on that application and confer with that person or the DePaul Office of Research Protections about federal regulations, guidance, and local DePaul policies governing human subject research at DePaul University.