



IRB Research Application Instructions

The IRB review process is managed by the Office of Planning, Institutional Effectiveness and Research (PIER), and questions about the process can be directed to that office. Please review the [IRB Frequently Asked Questions](#) for guidance before contacting PIER.

For Single-Campus Research, Multi-Campus Research or Research for Outside Institutions

- Submit Application via e-mail to IRB@lee.edu
- IRB Chair will review or delegate an Expedited review, if applicable, and will provide one of the following decisions:
 - Exempt
 - Approved
 - Referred to full IRB for review
- If your application is Referred it will go before the full IRB Committee for review with a recorded vote.
- The IRB Committee will provide one of the following decisions:
 - Approved with Further Review
 - Conditionally Approved
 - Not Approved (Only the full IRB Committee may reject a protocol)

IRB Research Application Checklist (for researcher reference only)

- ✓ Research involves “Human Subjects”
- ✓ Protocol is Single-Campus, Multi-Campus or from an Outside Institution
- ✓ IRB Research Application Form is complete and answers are detailed
- ✓ Participant Consent Form is attached to application
- ✓ Survey and/or Questionnaire is attached to application
- ✓ Approval from an outside IRB and/or Faculty Sponsors is attached to application
- ✓ Human Subject Protection Training certificate is attached to application
- ✓ IRB Research Application Submitted to IRB Office

It is important to submit your IRB Research Application at least two weeks before your proposed start date. We will make every attempt to review your application before your start date, but the date may have to be altered to accommodate the approval process.

Important Reminders

The IRB cannot give retroactive approval on any application, and you may not begin your research until you receive an official decision from the IRB.

Conditional Approval will only be removed when the IRB Committee is satisfied that the proposed changes have been made.

IRB decisions can only be made by the IRB Committee and cannot be overturned by college administrators or any other officials.