

IRB:

HUMAN SUBJECTS PROTECTION PROGRAM

Hila Berger, MPH, CIP
Research Compliance Administrator

IRB authority and responsibility

- Primary objective is to protect human participants
- Bound by law (45 CFR Part 46) under our FWA Federal Wide assurance
- Thus, we report to U.S. Department of Health & Human Services; Office of Human Research Protection (OHRP)
- It is the IRB Mission
- **IT IS ETHICAL!**



IRB Committee and Staff

- 12 Faculty/2 community members
- 2 staff

to support faculty, staff, students to complete their research in compliance with federal and state laws and MSU policy. As such, the IRB is charged to review, approve initiation of, and conduct periodic reviews of research projects that involve human participants.



Definition of human subjects research

- **Human subject** means a living individual about whom an investigator conducting research obtains
(1) data through intervention or interaction with the individual, or
(2) identifiable private information
- **Research** is defined as a systematic investigation that is hypothesis driven with the intent to develop knowledge that can be generalized.

Not human subjects research*

- A student's classroom projects
- Teacher evaluations
- Literature Reviews
- Journalism
- Some market research
- Accreditation process
- Internal Quality assurance

*these are general headings and should not be considered a method for determining whether a project or activity requires IRB review.

Human Subjects research (HSR)?

NOT HSR!

- Faculty surveys and interviews students about their experience with her online teaching vs. classroom teaching for self-improvement purposes

YES HSR!

- Faculty member surveys and interviews students on their experiences using an e-reader with the curriculum to present at conferences

Human Subjects research (HSR)?

- MSU Children's Center conducting surveys after their workshops. Administered to parents. Purpose is improve future programming.

NOT HSR! – Quality Improvement/Assurance

Center may still want to consider a consent form and privacy issues

- MSU Children's Center conducting surveys after workshops and would like to present program as a model to other Centers on how to provide a particular service to parents.

YES Program Evaluation can be HSR too!

Not sure if what you are doing is human subjects research?

- Submit a Research determination form (RDF)
 - Available at: <http://www.montclair.edu/provost/institutional-review-board/forms/>
 - To reviewboard@mail.montclair.edu
 - Call or email the IRB for further clarification
- IRB Chair or designated member will get back to you within 7 business days to determine if you need to submit an IRB application

IRB REVIEW PROCEDURES AND CATEGORIES

OVERALL STEPS in Process

Researcher

1. Researcher develops protocol and research plan
2. Researcher completes online Human Subjects training course (CITI) at citiprogram.org
3. Researcher completes IRB application form
4. Form and attachments submitted to IRB
(reviewboard@mail.montclair.edu)
5. Committee / Committee member review and category assignment
(timeline anywhere from 3-7 weeks)
6. Decision in writing

Student Researcher

- 1a) Student reviews research protocol with faculty sponsor
- 2a) Student & Faculty Sponsor completes online Human Subjects training course
- 3a) Student has Faculty Sponsor review and sign off on completed IRB application form before submitting

Transferring research activities to MSU


- If you have an active approval at another institution you should apply with MSU IRB
- If you are still publishing on the data and may have to revisit data you should apply with MSU IRB
- Include all previous approval letters and documentation with your full submission
- Mention your research activities conducted at your previous institution in the body of your email to reviewboard@mail.montclair.edu

Application Forms & Templates

Applications and Forms	Templates
<p><u>IRB Application</u> *Right click and save the pdf document to utilize the fillable option (Caution: Please complete two fields, save document, close, & re-open to make sure you can save this document)</p>	<p><u>Consent Form for Adults</u></p> <p>(see <u>Improving Consent Readability Level</u>)</p>
<p><u>Continuing Review Application</u></p>	<p><u>Parent/Guardian Consent Form</u> (see <u>Improving Consent Readability Level</u>)</p>
<p><u>Amendment Application</u></p>	<p><u>Assent Form</u></p>
<p><u>Amendment Form to Add/Remove/Change Personnel</u></p>	<p><u>Debriefing Form</u></p>
<p><u>Amendment Form to Add Research Site(s)</u></p>	<p><u>Site Approval Letter</u></p>
<p><u>Project Completion Form</u></p>	<p><u>Sample of Implied Consent for Online Surveys</u></p>
<p><u>Research Determination Form</u></p>	<p><u>Electronic stationery that you can personalize for your own department</u></p>
<p><u>Adverse Events Form</u></p>	<p><u>External Investigator Policy For Non-MSU Employees or Students</u></p>

THE IRB APPLICATION

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields



MONTCLAIR STATE UNIVERSITY

Application for Approval for Use of Human Participants in Research

Instructions: Complete this form if you are planning to conduct research involving human participants. Incomplete or unreadable applications impede the review process and therefore will be returned to the applicant. The Montclair State University Federal Wide Assurance for the protection of human participants *prohibits* the start of any research that has not been approved by our Institutional Review Board (IRB). Principal investigators who are students or are not Montclair State University full-time faculty must have a Montclair State University Sponsor.

1. Project Title

Contact Information for Principal Investigator (PI)

2. Title PI First Name PI Last Name

PI Status:

PI College/School

If you selected "Other" above, please describe your relationship to MSU

PI Department

Address City State

Zip Code Phone Number e-mail

Contact Information for another investigator

Check this box for a faculty sponsor for this project Check this box for a Co-PI for this project

First Name Last Name

Role:

If you selected "Other" above, please describe their role in this project

College/School

If you selected "Other" above please describe your relationship to the university

Department

Address City State

THE IRB APPLICATION

3 / 9 75% Comment

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

7. Does your research involve any of the following persons?

a. Persons who are under the age of 18 years Yes No

b. Persons who are pregnant Yes No

c. Human/fetuses/newborns Yes No

d. SONA - MSU's Student Participant Pool Yes No

e. Persons who are cognitively disabled or impaired Yes No

f. Persons who are veterans Yes No

g. Persons who are elderly or aged Yes No

h. Persons who are terminally ill Yes No

i. Persons who have diminished capacity to give informed consent Yes No

j. Persons who do not speak English Yes No

k. Persons who are under the authority of the research team:
For example, students, staff, patients, clients Yes No

l. Persons who are institutionalized:
For example, prisoners, persons in hospices, persons in hospitals, nursing homes, rehabilitation centers, homeless shelters, holding centers for immigrants Yes No

8. What are the characteristics of the individuals you will recruit to participate in this study?

a. What is the total number of participants you expect to enroll - include an anticipated breakdown by gender (*please note this is not binding*)?
Females Males Total

b. Persons who are:

i. 0-7 years (parental and oral child assent as appropriate are needed) Yes No

ii. 8-17 years (parental and written child assent as appropriate are needed) Yes No

iii. 18 years and older (consent is needed) Yes No

c. Will participants be screened to include or exclude on:

i. gender Yes No

ii. ethnicity Yes No

iii. race Yes No

d. Describe the characteristics of your participant group.

e. Will you use screening tools to select your participants? Yes No

f. Are the materials you are planning to use copyrighted? Yes No

THE IRB APPLICATION

8 / 11 100%

Tools Comment

18. Research Proposal Summary

Please provide a brief summary of your research proposal in each of the following boxes.

- Specific Aims of the Study
- Statement regarding the processes that you will use to recruit participants
- Methods of Data Collection and Analysis
 - Be sure to include a description of any quantitative and/or qualitative techniques.
- Statement of potential risks to participants that are inherent in this research protocol

For example, identify possible sources of:

 - breaches of confidentiality
 - treatment complications
 - embarrassment
 - boredom
- Statement regarding precautions and safeguards that are incorporated into the design to minimize potential risks
- Statement of potential benefits to the participant (compensation in any form is **NOT** a benefit.)
- Statement regarding precautions and safeguards that are incorporated into the design to maximize potential benefits
- A step-by-step description of the procedures that will be used in this project

NOTE: There is always a risk associated with any research undertaking so be sure to indicate any risks that may occur in carrying out this protocol.

The boxes below will expand to accept your answers. You will need to click out of the box to see your entire answer.

A. Specific Aims

The goal of this research is to gain a better understanding of students' perceptions of different social situations, which have been identified with risk factors for sexual assault. Students will be presented with six different risk factors that have been identified in previous research as factors associated with sexual assault. They will also be presented with situations that these factors are present in and asked to discuss the importance of these factors in the given situations. This research will supplement the literature on sexual assault on college campuses, the role of different risk factors on sexual assault, and individuals' ideas of how these risk factors are present on campus and impact sexual assault.

B. Recruitment Processes

I will recruit participants through the MSU student listserv and ask for volunteer participants to contact me via email or phone. The listserv is sent to all MSU students, so I hope to receive a number of responses. I will then choose a random sample from those who respond.

All participants will be current undergraduate students at MSU. There will be approximately 9 males and 9 females in the study and all participants will be between the ages of 18 and 23. If a seventeen year-old first year student is to be selected, they will not be used in the study.

THE IRB APPLICATION

A. Specific Aims	<p>The goal of this research is to gain a better understanding of students' perceptions of different social situations, which have been identified with risk factors for sexual assault. Students will be presented with six different risk factors that have been identified in previous research as factors associated with sexual assault. They will also be presented with situations that these factors are present in and asked to discuss the importance of these factors in the given situations. This research will supplement the literature on sexual assault on college campuses, the role of different risk factors on sexual assault, and individuals' ideas of how these risk factors are present on campus and impact sexual assault.</p>
A. Specific Aims	<p>I will recruit participants through the MSU student listserv and ask for volunteer participants to contact me via email or phone. The listserv is sent to all MSU students, so I hope to receive a number of responses. I will then choose a random sample from those who respond.</p> <p>All participants will be current undergraduate students at MSU. There will be approximately 9 males and 9 females in the study and all participants will be between the ages of 18 and 23. If a seventeen year-old first year student is to be selected, they will not be used in the study.</p>
B. Recruitment Processes	<p>How do students understand the "risk factors" for sexual assault in different campus situations? I hypothesize that many students are aware of such factors, but they do not understand the importance of them in potential situations of sexual assault. I hypothesize that students are less likely to identify sexual assault when the male and female know each other, especially if they have had sex before. Secondly, I think students will be more</p>
Version 1.0.2 Adopted 10/21/10 Sheet 8 of 11	
C. Methods	<p>likely to justify sexual assault when the female has a reputation for being promiscuous, or if alcohol is involved in any way. Lastly, I think that students are more likely to see sexual assault in a situation where alcohol is not a factor, the couple are at an off-campus party and then end up in a nearby bedroom. However, when alcohol becomes a factor, I think students will be less likely to identify the situation as sexual assault.</p> <p>This study will use focus groups to collect data. There will be three focus groups. One group will ideally have 6 participants. One group will be all male, one all female, and one mixed. I will facilitate the all female group, a male sociology major, trained in methods will be facilitating the all male group, and we will co-facilitate the mixed group. There will be a series of questions that a facilitator asks, each with "probe" questions that will only be used if the discussion is slow or does not go in the desired direction. Each focus group will be tape recorded for record keeping, and all participants will be aware of the presence of the recorder. Please see attached sheet for the focus group guidelines (times, script, and questions).</p> <p>Participants will be asked to participate in about 15-20 minutes of discussion with approximately 5 other MSU students. The group will be asked to respond to and discuss five questions or situations. The only equipment used will be a tape recorder that all participants will be aware of.</p>
D. Potential Risks to Participants	<p>There are no physical or financial risks shown in this study. However, there is a slight risk of emotional harm to the participants as they are students to discuss sexual assault and is therefore potentially harmful because it could bring up trauma of sexual violence among participants or could lead people to believe that they were sexually assaulted and were unaware of the fact. Also, there is a potential risk of social harm to participants because they are discussing a very sensitive topic with their fellow peers. People may have very strong views on certain questions or situations and therefore lead to an intense discussion among peers who also interact outside of this focus group.</p>
E. Precautions Taken	<p>In order to minimize the risk of harm, participants will be warned about the content of discussion when they arrive. Prior to the data collection process, the facilitator will acknowledge the importance of everyone's voice in the discussion and that everyone is from different backgrounds so therefore everyone has very different views on these discussions. This will hopefully remind people to be respectful of others' opinions and contributions to the discussion. Also, all participants will be reminded that participation is completely voluntary and if they choose to leave at any point they may. If anyone, or the group, seems to be uncomfortable or emotionally disturbed, they will be asked whether or not they would like to continue the study, and if not, it will be stopped immediately. Attached to the consent form at the beginning of the study, all participants will be given the contact information for CAPS, the free campus counseling service, in the event that anyone would like to further discuss issues.</p>

General themes involved in the IRB review (45 CFR 46.111)

- how participants are recruited to be in the study
- how the privacy of participants will be protected
- the physical, psychological, and sociological risks to participants
- any discomfort and stress to participants
- benefits outweigh the risks
- consent process (45 CFR 46.116)
 - accurately reflect the study
 - Consent form written in simple lay language
 - appropriate to the participant pool(language)



Checklist: Documents for IRB submission



- Application completed with signatures
- Consent form
 - Translated consent forms if applicable
- Assent form with Parent/Guardian Consent if research is with minors
- Site agreements
 - for any and all off-campus research sites
- Recruitment material (flyer, ads, emails, brochures etc.)
- Grant proposal
- Scripts (e.g. in person pleas)
- Data collection instrument (survey, interview questions etc.)

Three categories (45 CFR 46.109)

- Exempt
 - (subcategories 1-6)
- Expedited
 - (subcategories 1-9)
- Full Board
 - (subcategories 1-10)

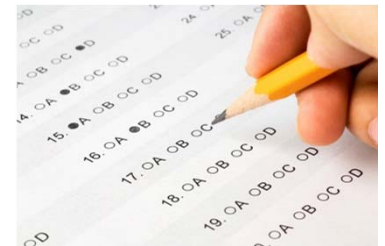
Criteria for exempt

- Research activities that
 - (1) present **no more than minimal risk** to human subjects and
 - (2) involve only procedures listed in one or more of the government categories (1-6)
- Example: secondary data analysis with existing data set
- Example: regular classroom activity where results are now intended for research
- ***Exempt* Review- Goal: Two to Three weeks**



Criteria for expedited

- Research activities that
 - (1) present **no more than minimal risk** to human subjects and
 - (2) involve only procedures listed in one or more of the government categories (1-9)
- At MSU
 - Expedited: Collection of data through non-invasive procedures (e.g., weight)
 - Expedited: Curriculum program evaluation involving surveys
 - Most research on individual or group characteristics or behavior (including motivation, identity, social behavior, cultural beliefs) and research using survey, interview, focus group, program evaluation
- ***Expedited Review - Goal: Four to Six weeks***



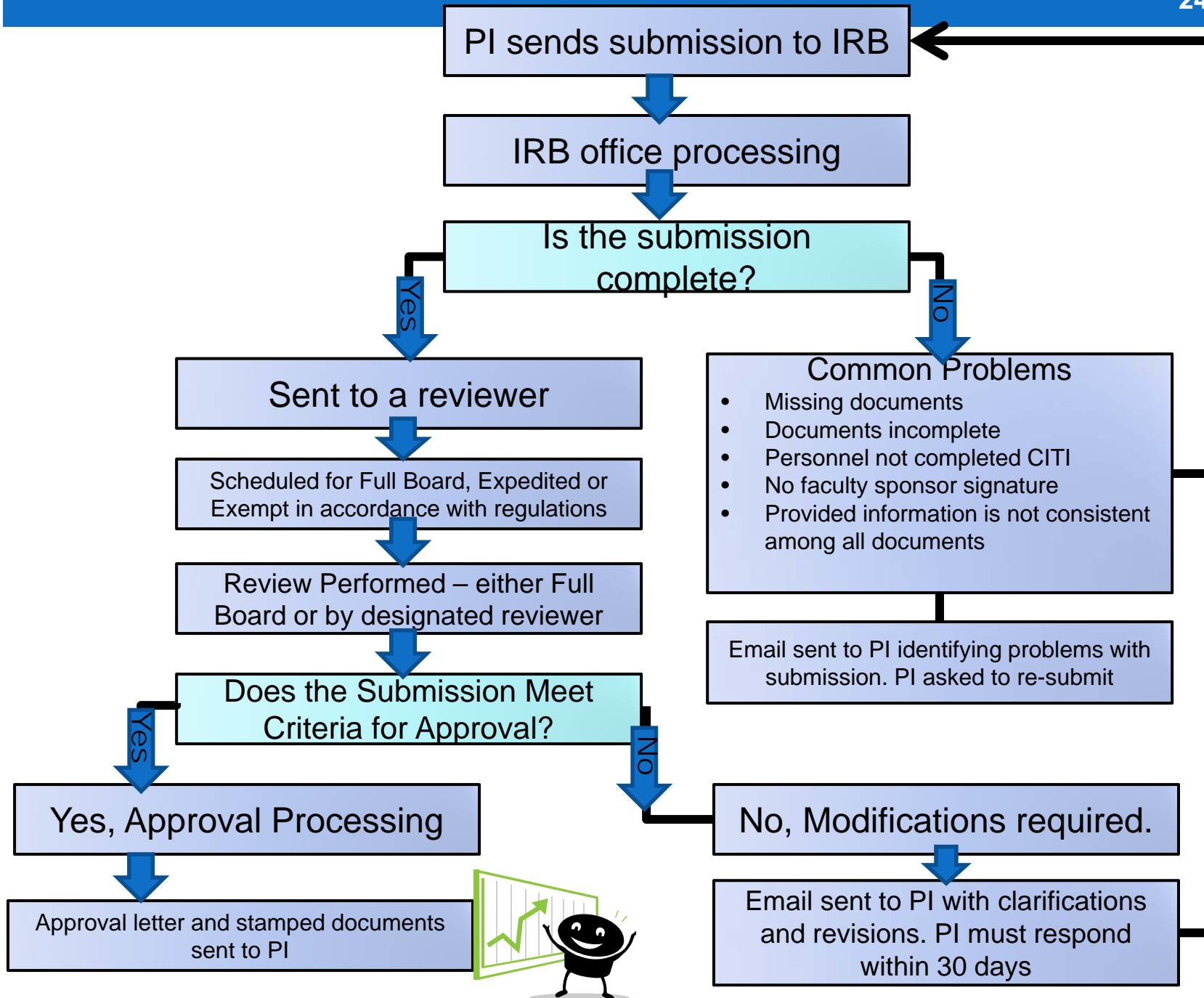
Criteria for full board

- Research activities that present **greater than minimal risk** to human subjects
- Triggers
 - Any disclosure of illegal activities, sexual attitudes, genetics, religious beliefs, mental health that could place participants at risk of criminal or civil liability, be damaging to the participants financial standing, employability, insurability, reputation, or be stigmatizing
 - Depression and mental health disorders
 - Violent crimes
 - Opinion about employer
 - Coercion
 - Deception or incomplete disclosure
 - Population involves persons with cognitive disabilities
 - Pregnant women
 - Medically invasive, e.g., clinical trial
- **Full Review- Goal: Six to Eight weeks (involves review of entire committee)**



ASK FOR HELP! IRB contact information

- IRB Coordinator: Amy Krenzer
 - reviewboard@mail.montclair.edu
 - Ext. 7583
- Research Compliance Administrator: Hila Berger
 - bergerh@mail.montclair.edu
 - Ext. 7781
- IRB Chair: Dr. Debra Zellner
 - Ext. 4327
- IRB Program Asst.: Jessica Hegyi
 - hegyij@mail.montclair.edu
 - Ext. 3021
- IRB Office: College Hall 248



IRB 101 TOP TEN TIPS TO IRB SUBMISSION

IRB 101:

TIP #1 Complete submission

- Obtain all signatures
 - Faculty sponsor signature required if you are a student
- Answer every question
 - If not applicable state “not applicable”
- Use **mail.montclair.edu** email address for submissions
- Using a Mac? Save an unsigned version first.
- To make changes, you must first delete your electronic signature
- Attach your grant proposal and match the title

IRB 101:

TIP #2 Clear research design

- What will you do? In simple and clear terms
 - Participant observation
 - Surveys
 - Interviews
 - Intervention
 - Deception or Incomplete disclosure
- Data
 - Describe your collection methods
- Clearly describe your benefits
- Do not copy and paste your entire grant proposal or manuscript

IRB 101:

TIP #3 Proper Informed consent

- Understand Consent vs. Assent
- Alternatives to consent may be an option
- Template available online only to be used as outline
 - Remove audio and video request on consent form if you are not audio or video recording
- The consent should clearly and succinctly tell people what your study is about; including any screening procedures
- Readability level
 - Adults – 6th-8th grade reading level for general public
- Informed consent translations if population is predominantly non-English speakers
- Ask for help!

CONSENT Example... explaining the study

Poor

This survey is about cervical cancer and screening

- *Screening what?*
- *Cervical cancer risk?*
- *Cervical cancer symptoms?*

Better

This survey will ask you questions about perception of cervical cancer risk and screening behaviors of college aged female students. I hope to learn about what young women know about cervical cancer and risk factors, how they perceive risk, and how that effects whether or not they have been screened for cervical cancer.

IRB 101:

TIP #4 Recruitment

- Determine who your study population is
- Justify inclusion or exclusion criteria in screening
- If you are using your own students or staff then you must adjust your data collection to avoid undue coercion
 - [FAQs](#) online provide options
- Using SONA (Psychology department)
 - SONA is a course requirement for certain psych courses; 1 SONA credit=1 hour of research time
 - Population is accessible to Psych faculty and psych graduate researchers only
 - If you are using SONA you cannot also pay your subjects

Recruitment Example

 This study will be recruiting at MSU

- This study will recruit 30 students and 30 staff members at MSU.
 - Students: We will be soliciting students outside the student center. Students agreeing to be involved will be given contact information to the study coordinator. The coordinator will email the consent form to interested participants. Only students that return the signed consent form will receive a link to the survey.
 - Staff: Staff will be solicited through the for sale listserv accessible to all students and staff. The email plea is attached with this application....

 I am recruiting my own students

- The faculty member will leave the room 15 minutes prior to the end of class. The GA will enter the room explain the study and hand out consent forms. Students can choose to complete the consent form and survey or leave the class with no obligation. The GA will collect the signed consent form and completed survey in separate envelopes. Results will only be available to the PI after grades are submitted.

IRB 101:

TIP #5 Be consistent

- Confidential vs. anonymous
 - Only anonymous if researcher and others cannot identify the participant (i.e. online survey)
- Participation time should be the same in application and in your consent form
- Use of data in the future
 - If you ask for permission to use data in future studies then include this on the consent
- Compensation
 - Compensation noted in the application should be noted in the consent form

IRB 101:

TIP #6 Data security, privacy, and storage

- What identifiers are you keeping?
 - Limit identifiers (DOB vs. age range)
 - Plan for confidentiality
- Disclose any limits to privacy or confidentiality if you are collecting online or electronically
- Have you asked your participants if they can be recorded or videotaped?
- Data retention
 - Policy is for 4 years after project completion

Data Security and Storage cont'd

- Data Storage
 - The data will be stored on a partitioned, password protected sub-directory on a password protected work stations, stored in a locked office on the campus of Montclair State University. Any working files, output generated from these data, and drafts of related presentations/articles will also be kept in the same manner as described above
- Internet Data collection
 - Data will be collected using the Internet; no guarantees can be made regarding the interception of data sent via the Internet by any third party (i.e. your employer). Confidentiality will be maintained to the degree permitted by the technology used.

IRB 101: TIP #7 Inclusion of risks to participants

- No study is without risk
- Risks examples are:
 - Emotional Distress
 - Loss of social status among peers or other students
 - Psychological distress
 - Invasion of privacy
 - Loss of employment
 - Embarrassment
- Risks may vary with vulnerable populations
 - Children, Pregnant Women, Teens, Prisoners, Cognitively Disabled, minorities/ethnic groups

IRB 101: TIP #8

Dealing with risk and disclosure

- TOPICS mental health, violent attacks
 - Counseling and Psychological Services (CAPS)
 - Other counseling services
- Referrals
 - Health Care Provider
 - Therapist
- International Research
 - International standards and regulations are considered as part of the MSU IRB review.
 - Ethics review at the international site may or may not be required.

IRB 101: TIP #8

dealing with risk and disclosure - examples

The risks are no greater than those in ordinary life. If you feel uncomfortable or wish to stop the interview at any time, please let me know and we will stop the interview.

There is a slight possibility that you may feel like you just shared something you didn't want to share within the group session. We will encourage everyone to tell a member of the research team if he or she feels at all uncomfortable at any point during this study.

IRB 101: TIP #8

dealing with risk and disclosure - examples

While you are in this study, you may feel upset about something we ask you. If something that you talk about makes you feel upset, we will give you the name of someone who can help you. You may be worried that something you say will not be kept private. We use a code number for each person in the study. We never use your name. The interviewer will never give any personal information about you to anyone. The only time the interviewer would tell anyone about you, is if you or your baby were in danger. That means things like child abuse or sexual abuse. When we talk about the study, we will ONLY talk about the entire group of girls and babies in this study. No one, except your social worker or the person who gives you the services will know that you are in the study. * courtesy of Dr. Lisa Lieberman

During this interview, we will ask you some questions about your age, who you live with, whether you are married or single, if you use drugs, if you have HIV and if you have any other medical problems. We will note down your answer to these questions. Your answers could be risky outside of this research because it could get you arrested, or you could lose your job, or your reputation. But, we will make every effort to make sure that your information is kept private. We will conduct the interview in a private room at _____. We will never share your personal information with anyone outside of the research. If any of the questions make you uncomfortable, with your permission, we will refer you to your counselor or case manager who can assist you. *courtesy of Dr. Meena Mahadevan

IRB 101: TIP #9

Understanding faculty sponsorship

- FS is affirming research design and implementation by signing application
- FS should provide training and oversight of student in conducting research
- Signature line on consent form (required but only required to be present for certain studies)
- A faculty sponsor should be a permanent faculty member (adjunct faculty and faculty from other universities cannot serve as your sponsor)
- This may be your first time doing research, faculty sponsors must not only support your application but the entire implementation of your research activity.

IRB 101: TIP #10

Working with your own students

NOTE: *If one's own students are used as subjects, the investigator must explain why he or she cannot use another instructor's students, and he or she must follow one of the following procedures:*

1. Use a third party for recruiting subjects, obtaining consent, and collecting data (including interviewing). The data must be held by the third party and not given to the instructor until the course is completed and grades are submitted.
2. If data you are using are the assignments of students that would normally be given during the course you may request from each student permission to use the student's work **AFTER** the course is completed and grades are submitted.
3. If the study is anonymous, the instructor may perform the study. In such a study, no signatures or identifiers or any kind are obtained. The instructor passes out an informed consent document to the class. A survey is handed out or emailed to everyone. The instructor then tells the class that if anyone would like to complete the survey, they may do so outside of class time and leave the survey in a designated location other than the classroom.

Misconceptions about the IRB and the review process

- The IRB Chair makes the decision of whether or not your project is approved.
- Each application is assigned to a different board member to review and approve. Full category studies are reviewed by the entire board.
- Amy Krenzer, IRB Coordinator, sends you her comments.
- Amy forwards to you the comments of the IRB reviewer.
- The IRB Board does not want to approve human subject research.
- We are here for the sole purpose of protecting human research subjects and approving applications to ensure the ethical conduct of research
- Board members are paid.
- Board members are volunteers; they volunteer their time and effort.
- All submissions need review at the monthly full board meeting.
- Only full category applications are reviewed by the full board. Exempt and expedited reviews are done by individual IRB reviewers.

My Application was approved: what now?

- Use the stamped consent form(s) and other documents for your study participants (everyone gets a CF copy)
- Report any adverse events to the IRB within 72 hours
- Apply for an amendment approval if you plan to change your research protocol
- Add research team members using the IRB amendment application to add/change personnel
- Don't let your approval expire!
- Once your study is complete and you are done with data analysis submit a project completion form

IRB Deadlines



MONTCLAIR STATE
UNIVERSITY

About Montclair

Academics

Admissions

Arts & Culture

Athletics

Campus Life

Giving

[IRB Home](#)

[About the IRB](#)

[Membership](#)

[Application Process and Researcher Information](#)

[Review Schedule](#)

[Applications, Forms, and Templates](#)

[Research Trainings and Certificates](#)

[Participants](#)

[Research Ethics](#)

[FAQs](#)

[Manuals, Guidebooks, and Regulations](#)

Montclair State » Office of the Provost » Institutional Review Board » Review Schedule

Review Schedule

Meeting Schedule for 2012

Meeting Schedule for 2012

Deadline for Submission for Full Review	Meeting Date for Full Review
<ul style="list-style-type: none"> • July 30, 2012 • August 20, 2012 • September 24, 2012 • October 22, 2012 • November 19, 2012 • December 17, 2012 	<ul style="list-style-type: none"> • August 22, 2012 • September 19, 2012 • October 24, 2012 • November 20, 2012 - Tuesday • December 12, 2012 • January 16, 2013

ASK FOR HELP! IRB contact information

- IRB Coordinator: Amy Krenzer
 - reviewboard@mail.montclair.edu
 - Ext. 7583
- Research Compliance Administrator: Hila Berger
 - bergerh@mail.montclair.edu
 - Ext. 7781
- IRB Chair: Dr. Debra Zellner
 - Ext. 4327
- IRB Program Asst.: Jessica Hegyi
 - hegyij@mail.montclair.edu
 - Ext. 3021
- IRB Office: College Hall 248

Additional resources

- Additional Workshops
- <http://www.montclair.edu/provost/research-integrity-and-compliance/training/>
- To adjust readability on consent form:
- <http://www.montclair.edu/provost/institutional-review-board/forms/>
 - Select “Improving Consent Readability” document
- Templates for consent form/debriefing:
- <http://www.montclair.edu/provost/institutional-review-board/forms/>
- Federal Guidelines:
 - <http://www.hhs.gov/ohrp/>