Steps for Review of Student Research Projects

1. The instructor/faculty advisor and student(s) should review the *Decision Tree 1* titled *“Students: Does Your Project Need IRB Review?”* on the IRB website to determine whether a student research project must be formally reviewed by the Institutional Review Board at UW-Superior.

2. If the research *does not qualify*, based on the decision tree criteria, meaning *no review is required* of the student for his or her project, then the faculty member must complete *“The Faculty Classroom Project Report Form”* and submit this to the IRB Coordinator. Classroom instructors/faculty advisors may use this same form to report collectively on all projects/assignments involving human subjects they may be requiring for a particular course as long as these project assignments do not qualify for formal review. Any questions about a given project or about filling out the form should be directed to the IRB Coordinator.

3. If the research *does qualify*, meaning that formal IRB review is now required, the student(s) should complete the *“Request for Review of Student Research Project Form”*. This form must be signed by the instructor/faculty advisor and then is to be submitted to the UW-Superior IRB Coordinator. Again questions may be directed to the IRB Coordinator.

4. Initial review of student proposals will be done within 7 days of receipt of all necessary materials. If the research qualifies as *exempt*, notice will be given within the 7 days. If the research can be processed via *expedited* review, the final review will be completed within 14 days of receipt of all necessary materials. Every effort will be made to review projects that require *full IRB review* within 21 days of receipt of all necessary materials. No research may begin prior to review/approval. During the summer, the review times may be significantly longer as IRB members are often not on campus and on contract to the University. Submit to the IRB Coordinator for previous academic year as usual.

5. Following completion of the student project, the student and faculty advisor should complete the *“Closure of Student Research Project Form”* and submit it to the IRB Coordinator.