When preparing an initial submission, please complete the steps below. Documentation can be found on the NCU IRB webpage or the Public drive, Institutional Review Board folder (P:\Institutional Review Board – IRB).

1. Complete the IRB Application to Conduct Research Form. Be sure to obtain the signature of the Faculty/Staff Advisor or Department Head.

2. Complete the online ethics training modules through the NIH (National Institutes of Health) website - http://phrp.nihtraining.com/users/login.php. Submit your certificate of successful completion to the IRB along with your application form.

3. Include a description of the topic you are researching along with how you plan to collect your data. Be sure to identify the research subjects.

4. Create and include an informed consent form. Be sure to address the issue of risk and how you plan to mitigate it.

5. Submit all completed documents via email to Dr. Tim Bergquist, Chair of the NCU IRB at tbergquist@nwcu.edu.

Additional steps when applicable:

6. Complete forms or requirements related to vulnerable populations and others requiring additional safeguards, such as children, prisoners, or pregnant women.

7. If your research involves subjects at other institutions, include a copy of that institution’s IRB approval.

Upon completion of research:

8. Notify the Chair of the IRB when the project is completed.