

STUDENT RESEARCHERS, FACULTY ADVISORS AND SPECIAL CONSIDERATIONS

INSTRUCTIONS TO STUDENT RESEARCHERS AND FACULTY ADVISORS:

Students should consult with Faculty Advisors and use the IRB [Decision Tree](#) to determine if projects require IRB review. FACULTY ADVISORS are responsible for:

- Reviewing student applications to ensure that they are complete and the research is sound.
- Signing IRB packages before submission to indicate that the application is ready for IRB review.
- Monitoring projects until completion to ensure the approved protocol is followed.
- Encouraging students to complete and upload the IRB closure form in IRBNet when projects are completed.

Does research involve Public Schools?

- Review Protection of Pupil Rights Amendment requirements at: <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>
- Upload copies of the permission to perform research from appropriate school personnel.
- Upload copies of IRB approval if the school has an IRB.

Special considerations for research at sites other than Saginaw Valley State University:

- Upload copies of the permission to perform research from all site administrators.
- Upload copies of IRB approval if site has an IRB.

For Federally or other funded research:

- Wait until you have been funded before submitting an IRB Application. (For sponsors requiring Just-In-Time IRB review, please consult SVSU's IRB manager at amyaroch@svsu.edu).
- Upload documentation of funding status with this protocol application.
- Upload a complete copy of the federal grant application including face page.

Special instructions for research in hospitals or HIPAA covered entities:

Definition of Protected Health Information (PHI)

- Medical Records: Medical History, Diagnosis, Treatment
- Payment Information: Bills, Receipts, EOBs
- Ancillary Services: X-Rays, Labs
- Demographic Information: (When stored and maintained with health information): Date of Birth, Social Security Number