Issue 2022/12

IRB 360 NEWSLETTER

Connecting Research with Ethics

Tips for Submitting an IRB Application

Plan Ahead

IRB reviews take time. Allow at least 1 to 1.5 months to obtain IRB approval.

However, the process may take longer for more complex research protocols or methodologies.

Studies considered more than 'minimal risk' *(i.e. Full Board)* are reviewed only at monthly convened meetings.

On average, these studies receive approval between 3 to 4 months.

All applications must be endorsed by the Associate Chair (Research), or equivalent, before the IRB reviews it. Remember to account for this in your project timeline.

IRB Submission Process

Clear Applications

An easy-to-understand, specific and concise write up helps to speed up the review.

Consider the following in your application:

- Is the research question & study goals clearly defined?
- Is the proposal in simple, straightforward language? Try to avoid jargon and technical terms.
- Are the study population, recruitment methods, and consent process adequately described?
- Are the potential risks identified, and proposed safeguards/management plans provided?

Complete Submissions

Incomplete applications (e.g., missing documents) will inevitably cause delays in approvals.

A typical submission includes :

- Consent Forms
- Study Instruments - *e.g., interview guide, survey, questionnaire*
- Data Collection Forms
- Recruitment Materials - *e.g., posters, emails, telephone transcripts*
- Any other documents relevant to your proposal.

Inconsistencies

Discrepancies within and between your application or supporting documents can cause longer review times and avoidable revisions with the IRB.

Be sure to proof-read your IRB application and supporting documents before submitting.

E.g., Compensation amount states S$15 in the application form, but S$10 in the consent form

Policies, Guidelines, and Laws

Be familiar with the university's policies, the IRB's requirements, and any relevant regulations *(e.g. NTU's Data Governance Policy, Personal Data Protection Act, Human Biomedical Research Act).*

Ensure that your proposal complies to these policies, guidelines, and laws.

NTU-IRB Guidelines

REMINDER

If you are unable to access ERMP because
'Your account is not valid or Access denied'
submit the online **User Access Request Form** using your NTU/NIE email to request for an account/access.

Stay tuned for our next newsletter to learn more!

To subscribe to our mailing list and for further queries, please write to **IRB@ntu.edu.sg**

Brought to you by:
Research Integrity and Ethics Office (RIEO)

Refer to our website for more information on **IRB Guidelines** here.