

Proposal for IRB Process for EdD Students

1. Timeline
 - A. **Introduction to Doctoral Research and Writing.** Include a presentation on the IRB to introduce students to the basics of IRB policy at the beginning of the EdD program. This is also helpful for any students who pursue research with human subjects during seminar work.
 - B. **Dissertation in Professional Practice Proposal Evaluation.** A question will be added to the Dissertation Proposal Evaluation that asks evaluators if the project involves human subjects. If an evaluator indicates that the dissertation might include research with human subjects, the EdD Office will send the appropriate email to the student and copy the supervisor. No specific steps from the student are required at this time; however, this is a good point to educate students about IRB requirements.
 - C. **Research Models and Methods.** This course includes a discussion of IRB policy and processes.
 - D. **Dissertation Prospectus Evaluation.** A question will be added to the DiPP Prospectus Evaluation that asks evaluators if the project involves human subjects. If an evaluator answers “yes” to this question, the EdD Office will send the appropriate [email](#) to the student and copy the supervisor. At this point, the student will: (a) complete the [IRB Exemption Request Form](#), (b) complete a full [IRB Request](#), or (c) obtain written consent for use of interview material with named individuals by completing the [Interview Release Agreement](#).
 - E. **Approval Letter.** If a student is granted an IRB exemption, the EdD Office will email the approval letter to the student and copy the supervisor. This is what is already being done for regular IRB approvals. If the exemption request is denied, then the student will be notified that they need to undergo a full IRB review. The supervisor will be included in this correspondence as well.
2. Storage: The EdD Office will store all documents and correspondence related to IRB requests in two locations in the EdD Office Sharepoint: (1) in the student’s folder, and (2) in a specific IRB folder.
3. Other steps
 - A. The IRB Request Form has been converted to a Microsoft Form stored in the EdD Office Sharepoint ([IRB Request Form](#)).
 - B. Links to the old IRB Request Form on the website, EdD manual, etc., will need to be replaced with the new link.