

College of Education Procedure for Submitting Student IRB Protocols

1. The student works closely with his/her faculty advisor to prepare the IRB student protocol (making certain it is on the **student form**).
2. The **faculty advisor** submits the IRB protocol electronically to the COE DRB Chair, Dr. Matt Switzer (j.switzer@tcu.edu). The submission dates are posted on the [COE website](#).
3. The COE DRB meets monthly to carefully read and review the protocol and provide
 - a. *required revisions* related to protection of human subjects, and
 - b. *suggestions* for the student and faculty advisor to consider related to the COE DRB scientific review of the protocol design.
4. The student and faculty advisor receive feedback from the COE DRB with a list of all requested changes within one week of the COE DRB review meeting.
5. The student and faculty advisor make the requested revisions in **red text** in the protocol.
6. The **faculty advisor** resubmits the revised IRB protocol in a Word document to the COE DRB Chair, Dr. Matt Switzer (j.switzer@tcu.edu).
7. The COE DRB chair reads/reviews the revised IRB protocol to determine if the student and faculty advisor have satisfactorily addressed all requested revisions. If the COE DRB determines that the student and faculty advisor need to address additional revisions, the DRB Chair will once again communicate the requested revisions with the faculty advisor and student.
8. Once the COE DRB has determined that all revisions satisfactorily addressed, the COE DRB Chair submits the protocol to the university IRB with the COE DRB's recommendations.
9. The university IRB sends the final approval to the student and faculty advisor.

Additional Notes

1. Refer to the COE website <https://coe.tcu.edu/student-research/>, (Graduate Students > Student Research), for submission due dates, links to document templates, a sample protocol, and human subjects training.
2. Use the TCU templates for the cover sheet, protocol, parent permission and assent (for participants under 18 years of age), and consent (participants 18 years of age and older). For the assent form, use the consent template and change consent to assent in the title. Be sure to use the protocol template, which has IRBStudentSubmit on the first page. (This is the student protocol form.)
3. On the cover sheet, indicate whether the student is requesting *exempt* or *expedited* status and why.
4. Include a letter of permission from the director/principal of the site where the student researcher is conducting the research in the Appendix section.
5. The last two items on the parent permission, consent, and assent forms should be:

Who should I contact if I have questions regarding the study?

Student Researcher, contact information (phone number and email address)

Faculty Advisor, contact information (phone number and email address)

Who should I contact if I have concerns regarding my rights as a study participant?

Dr. Michael Faggella-Luby, Chair, TCU Institutional Review Board, Phone 817-257-4355

Lorrie Branson, TCU Research Integrity Office, Phone 817-257-4266

6. Submit all templates and support materials as **one** document.
7. The role of the COE DRB is to review protocols with respect to protection of human subjects and potential risk to participants. If a protocol is incomplete and/or needs significant revisions, the COE IRB will return the protocol and request that it be revised and resubmitted for the next review date (the following month).