Instructions for Submitting IRB Requests During University Response to Coronavirus (COVID-19)

Institutional Review Board

The IRB and its staff are essential to the University operation; the IRB and its staff are working remotely to ensure the protection of human subjects. However, capacity and turnaround times are expected to be longer than average.

Submit request forms and related documents (e.g. recruitment materials, informed consent information, study materials etc.) in Word or PDF compatible formats to IRBsubmissions@albany.edu.

This mailbox is constantly monitored; therefore, there is no need copy additional ORRC mailboxes.

All requests must come from the @albany.edu email address of the principal investigator. Students must copy their faculty advisor on all submissions.

Given the rapidly evolving circumstances regarding COVID-19 and the University at Albany's focus on the health and safety of faculty, staff, students, and the community, human subjects research studies involving face-to-face (F2F) interaction and/or sharing of materials with participants must be paused until further notice. This pause will continue, minimally, until in-person classes resume. Additional information and FAQs are available on the University at Albany Division for Research COVID-19 research guidance website.

File naming conventions -- file names of the attached documents must follow the following scheme:

New Study Review Requests:

- [Investigator name] Protocol.docx
- [Investigator name] Informed Consent Information.docx
- [Investigator name] Recruitment Information.docx
- [Investigator name] Study Instruments.docx
- [Investigator name] Training Certificates.docx

Modification Review Requests:

- [Investigator name] – [Study Number] – Modification Request.docx
- [Investigator name] – [Study Number] – Protocol.docx
- [Investigator name] – [Study Number] – Informed Consent Information.docx
- [Investigator name] – [Study Number] – Recruitment Information.docx
- [Investigator name] – [Study Number] – Study Instruments.docx

Continuing Review Requests:

- [Investigator name] – [Study Number] – Continuing Review Request.docx
- [Investigator name] – [Study Number] – Protocol.docx
- [Investigator name] – [Study Number] – Informed Consent Information.docx
- [Investigator name] – [Study Number] – Recruitment Information.docx
- [Investigator name] – [Study Number] – Study Instruments.docx

Only one request may be submitted at a time in single email. Please, do not submit your attachments in a compressed file (e.g. .zip, .rar etc).

New Study Review Requests

Investigator must utilize remote data collection procedures (e.g., phone, Zoom conferencing, Qualtrics survey, etc.).

NOTE: All studies that include plans to survey current University at Albany students must be approved by the Office of Institutional Research Planning and Effectiveness (IRPE) before the study submission is made to the IRB. This does not include Psychology 101 Pool studies. More information from IRPE may be found here.

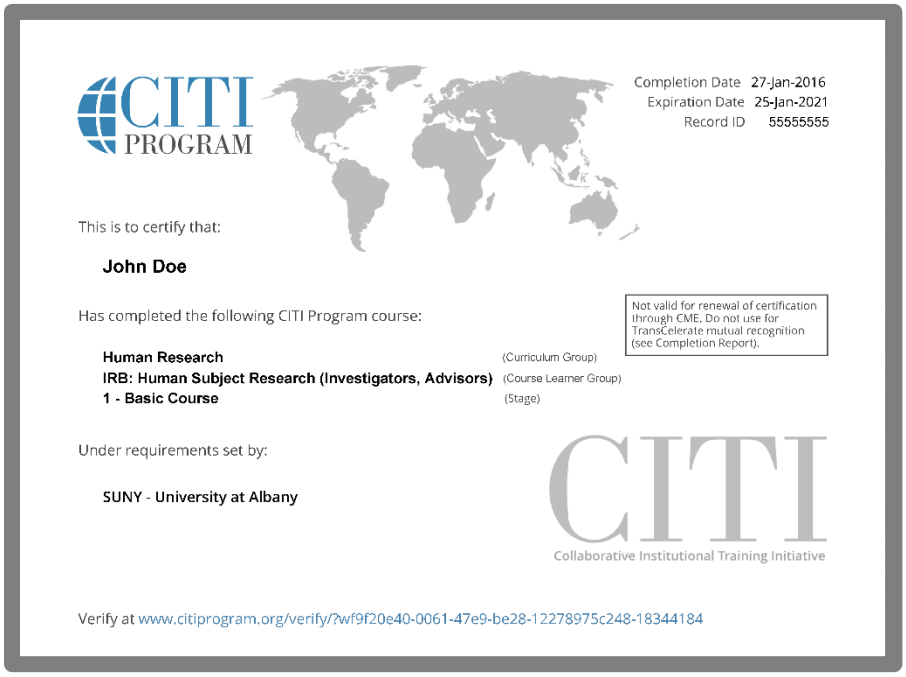
If you are planning research that includes F2F interactions, please wait until the IRB resumes normal operations to make your submission. We are unable to place submissions on a "waitlist".

New research on novel coronavirus (COVID-19) will be prioritized. When submitting new studies related to the analysis of COVID-19 include the following in the email subject:

COVID-19 New Research

For all new research, a request must be accompanied by a copy of the principal investigator's (and any faculty advisor's) CITI training Completion Certificate[1] for:

IRB: Human Subject Research (Investigators, Advisors)



This is a sample certificate, your course stage may vary.

If a student will serve as the principal investigator or co-principal investigator for a study, the faculty advisor must complete and electronically sign the Faculty Advisor Statement. The statement must be included in the request and the faculty advisor must be copied on the email request.

If the study has support (or support is being sought from an external funding institution), a copy of the proposal/award documents must also be provided with the request.

[1] See the CITI Support Center for information on how to obtain a copy of your Completion Certificate.

Modification of Approved Studies

Data collection, F2F interactions must be halted.

Investigator may submit modification request to change the procedures to remote method(s) of data collection.

The IRB is prioritizing modification requests to active protocols to add alternatives to in-person recruitment and data collection.

Modification of Exempt Studies

If the current study was approved as an exempt study **(**i.e., study protocol name has an 'X' in the study number, e.g., 19-X-1000) you do not need to submit an amendment/modification request.

Modification of Non-Exempt Studies

Non-exempt studies (studies with either an 'E' or 'F' in the study number, e.g., 19-E-1000) must be submitted with copies of all study documents.

The ORRC active files are in hard copy form and during this time staff do not have access to the active protocol files. Thus, you will need to provide the entire, revised protocol, recruitment and consent information, and all instruments in your modification request.

All requests for modification of an approved study must include the approved protocol number in the subject line and state that the request is for a modification. For example:

Modification Request for [Study Number]

Modifications to include research related to the novel coronavirus (COVID-19) is being prioritized. For modifications to study COVID-19 use the following subject:

COVID-19 Modification Request for [Study Number]

Request for continuing review of Existing Research

All requests for continuing review must use the following subject:

Continuing Review for [Study Number]

Studies reviewed as exempt or expedited (these studies are identified with numbers in the format 19***X***001 or 19***E***001) and ***not*** sponsored by the US Dept of Justice or National Institute of justice do not require immediate review; investigators may proceed with their studies. Should any additional information be required our office will reach out to you.

Requests for continuing review must be submitted with copies of all study documents. The ORRC active files are in hard copy form and during this time staff do not have access to the active protocol files. Thus, you will need to provide the entire, current protocol and all instruments in your continuing review request.

REQUESTS WHICH DO NOT MEET THE ABOVE REQUIREMENTS CANNOT BE ACCEPTED.

There will be updates and guidance provided on our website https://www.albany.edu/orrc/