

# IRB Process

## *Application Package*

### Project Information

---

- Project Title
- Campus
- Project Type
- Project Investigator Name and information
- Co-investigator(s) Name and information
- Faculty Sponsor or Supervisor information
- Project Dates
- New, Renewal, Resubmission, Revision
- Exempt Review Information
- Expedited Review Information

### Project Summary

---

- Abstract
- Hypothesis
- Research Design
- Benefits
- Procedures
- Risks and Risk Mitigation

### Project Subjects and Participants

---

- Targeted Participants in Special Categories
- Description of Participants/Subjects
- Participant/Subject selection criteria
- Participant/Subject contact method
- Participant/Subject number requirements, control group usage, and rationale
- Participant/Subject age, gender, race, ethnicity information
- Consent forms attached, location, security, and confidentiality information

### IRB Signature Requirements

---

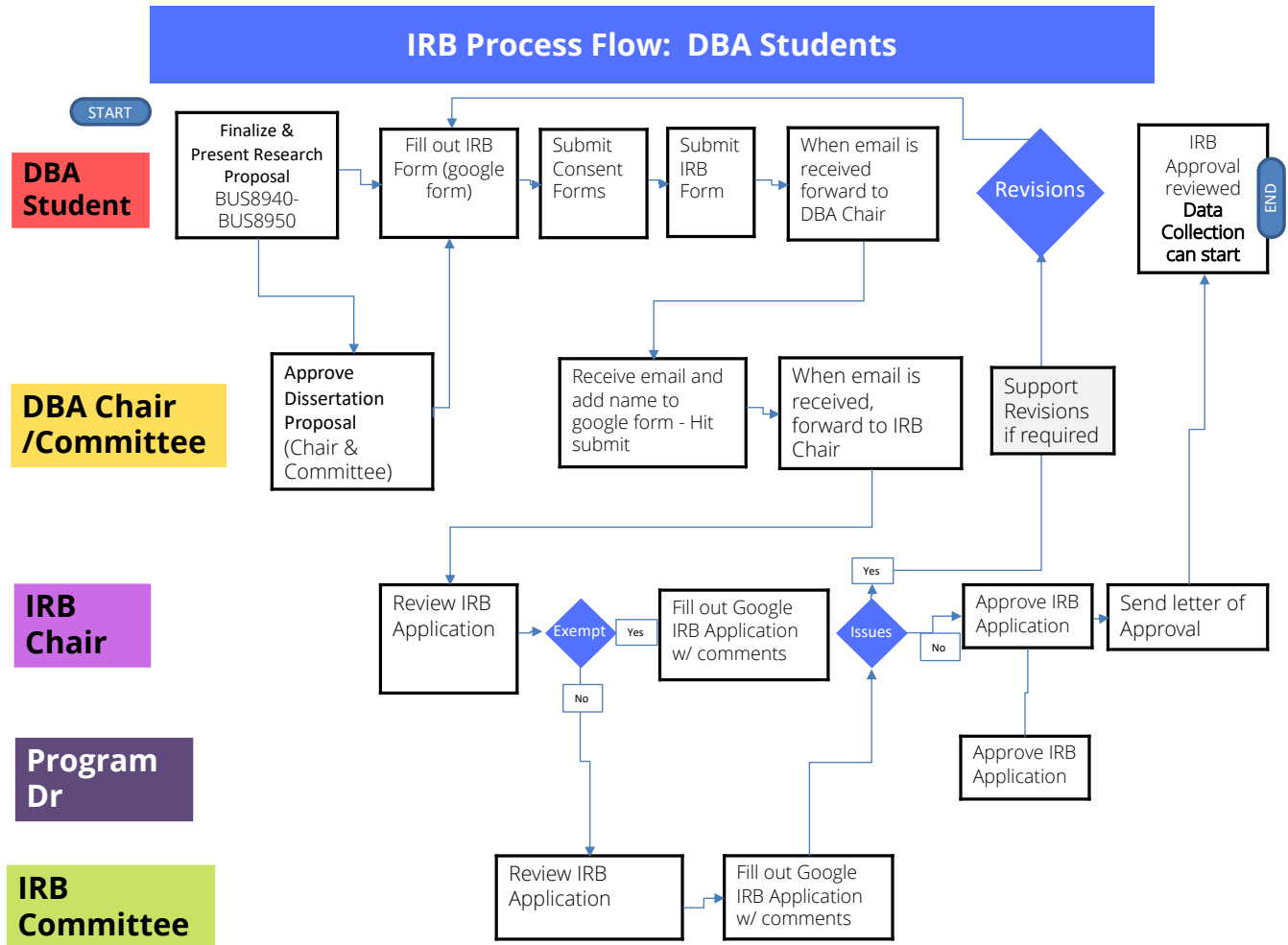
- If employee or faculty (Supervisor and Campus President Pre-Approval)
  
- Principal Investigator
- Faculty Sponsor (if student)
- Dean (if student)
- Supervisor (if faculty or employee)
- Campus President (if faculty or employee)
- IRB Chairperson
- IRB Committee Members (if non-exempt)

# IRB Process

## Application Package

### IRB Process Flow for DBA Students

#### IRB Website: DBA Process

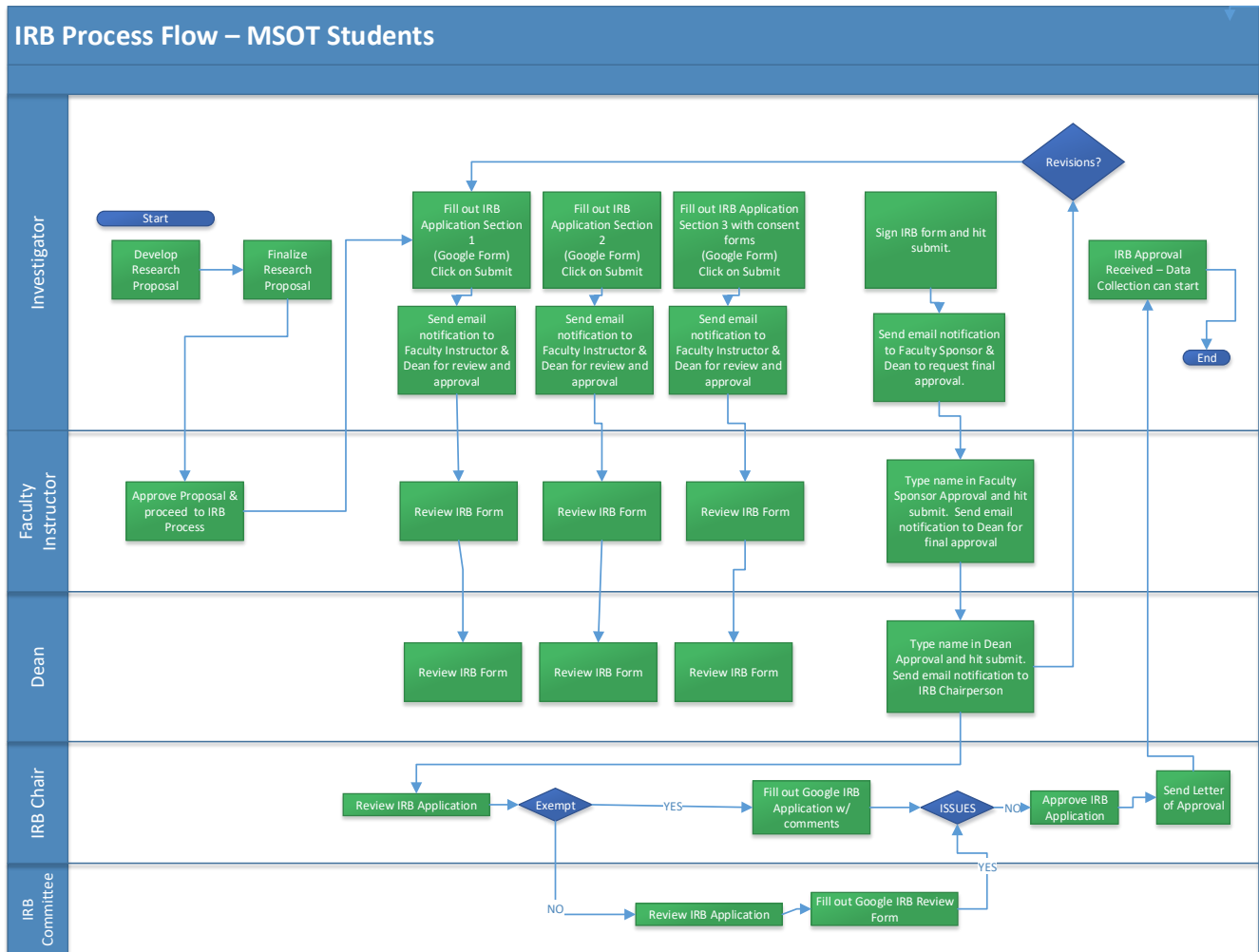


# IRB Process

## Application Package

### IRB Process Flow for MSOT Students

#### IRB Website: MSOT Process

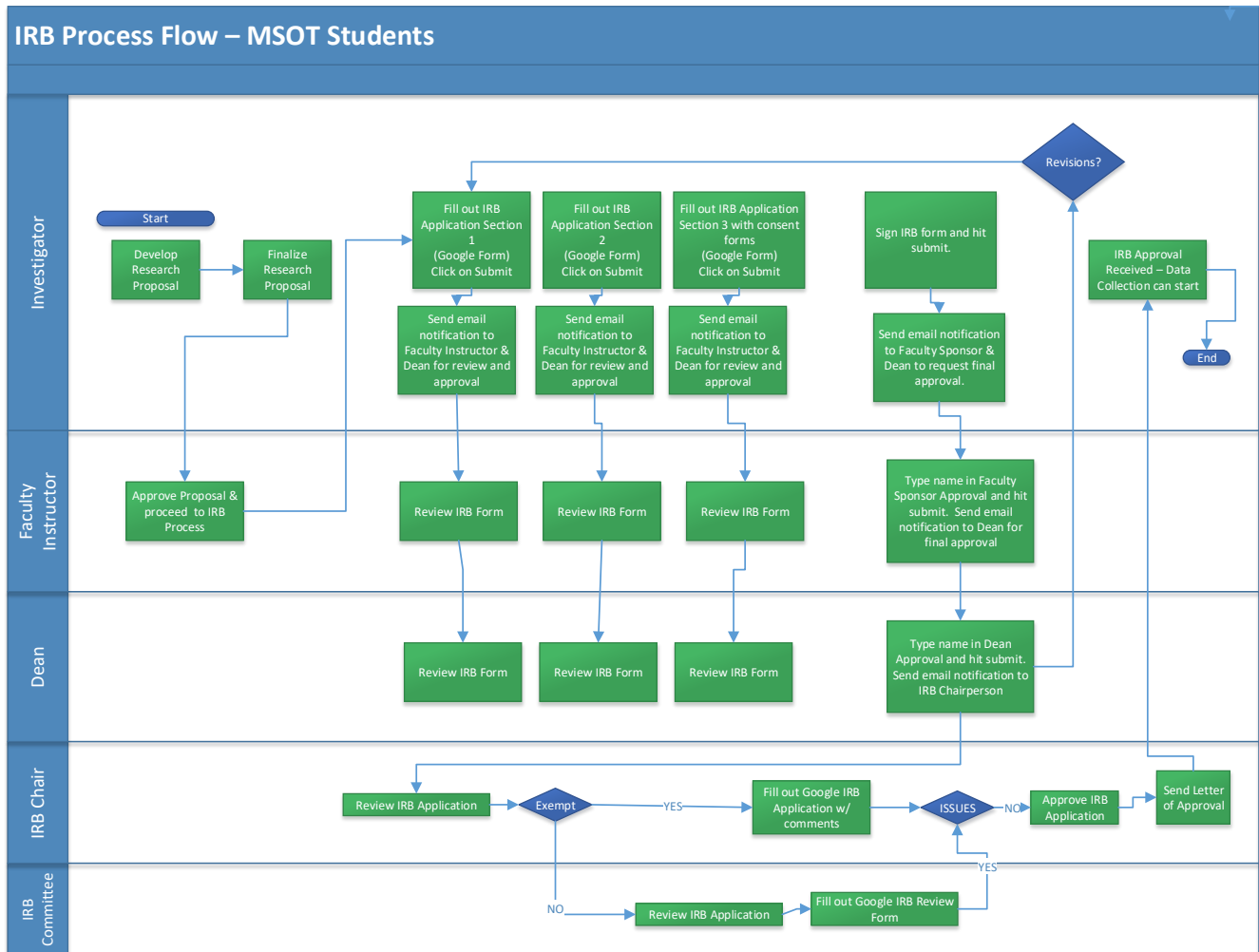


# IRB Process

## Application Package

### Baker College Employee or Faculty IRB Process Flow

### IRB Website: Baker Faculty or Employee Process



## **IRB Process**

### *Application Package*

#### **APPROVAL PROCESS USING GOOGLE FORM**

As the investigator, once you sign your name and submit the form, you must **forward** your email notification to the next person in the signature process (i.e., Faculty Sponsor). The same is true for each person in the signature process.

Signatures are represented by the person typing their name in the line provided. You must also hit “Submit” in order for the form to update and issue an email notification.

#### **Outside Investigators (not from Baker College)**

Please contact the IRB Chairperson for IRB inquiries.

#### **IRB Chair:**

Tomeika Williams

[Twilli176@baker.edu](mailto:Twilli176@baker.edu)

## **IRB Process**

*Application Package*

**IRB Form Links: IRB Website**