

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

IRB Process

Application Package

- ☐ 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

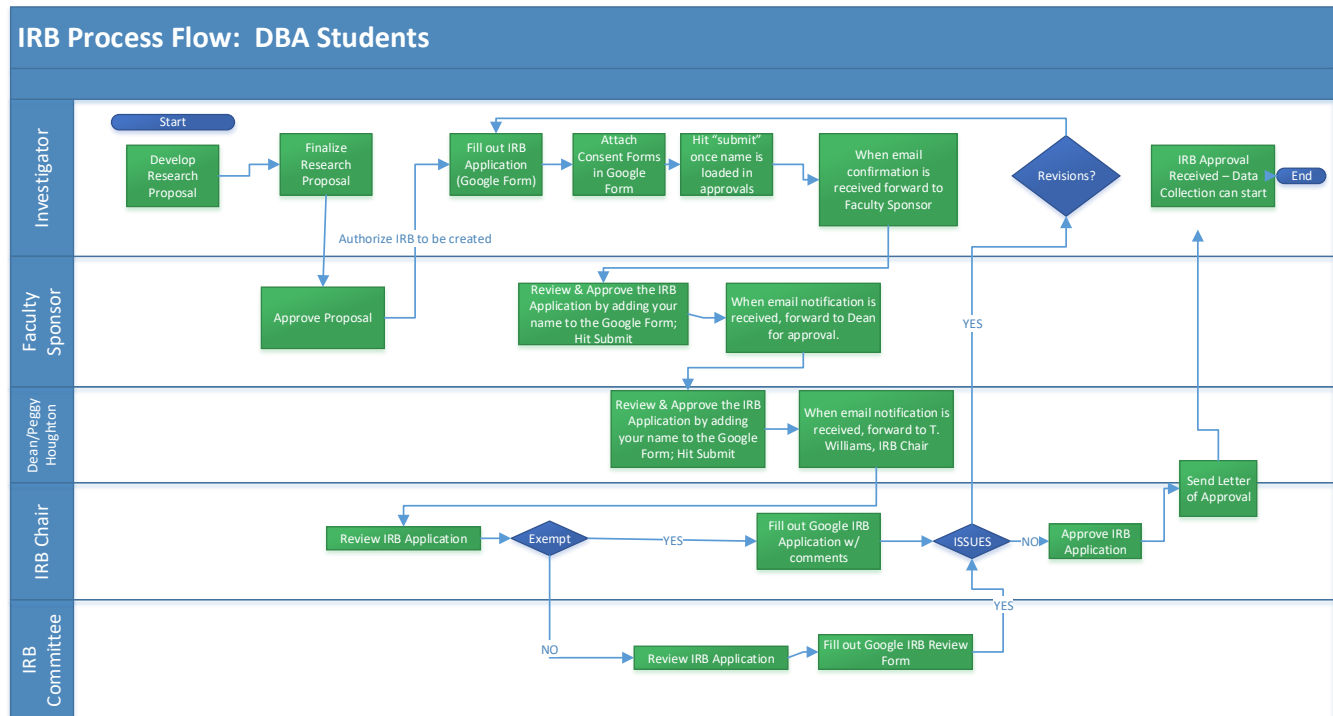
- ☐ If employee or faculty (Supervisor and Campus President Pre-Approval)
- ☐ Principal Investigator
- ☐ Faculty Sponsor (if student)
- ☐ Dean (if student)
- ☐ Supervisor (if faculty or employee)
- ☐ Campus President (if faculty or employee)
- ☐ IRB Chairperson
- ☐ IRB Committee Members (if non-exempt)

IRB Process

Application Package

IRB Process Flow for DBA Students

DBA Student IRB Process

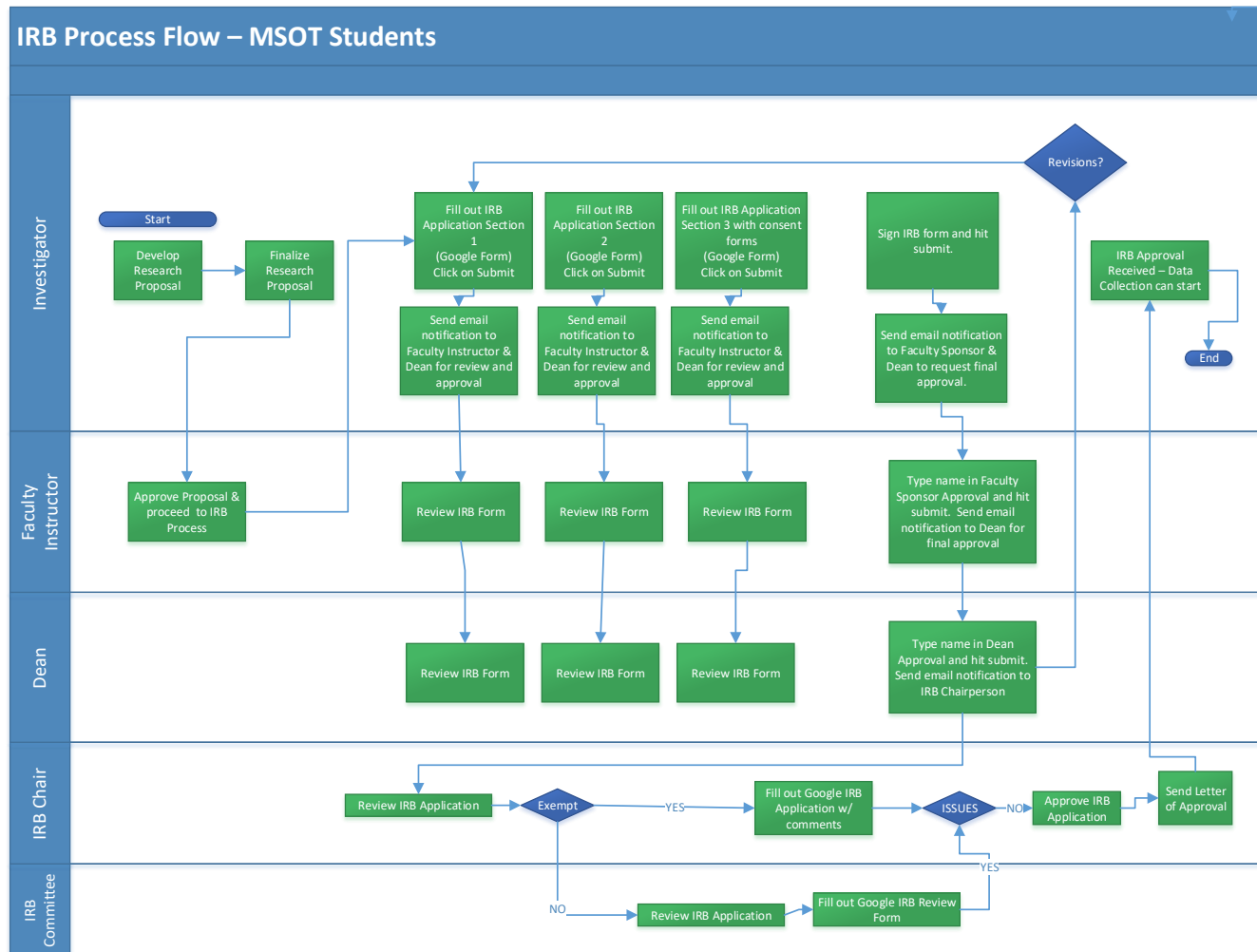


IRB Process

Application Package

IRB Process Flow for MSOT Students

MSOT Student IRB Process

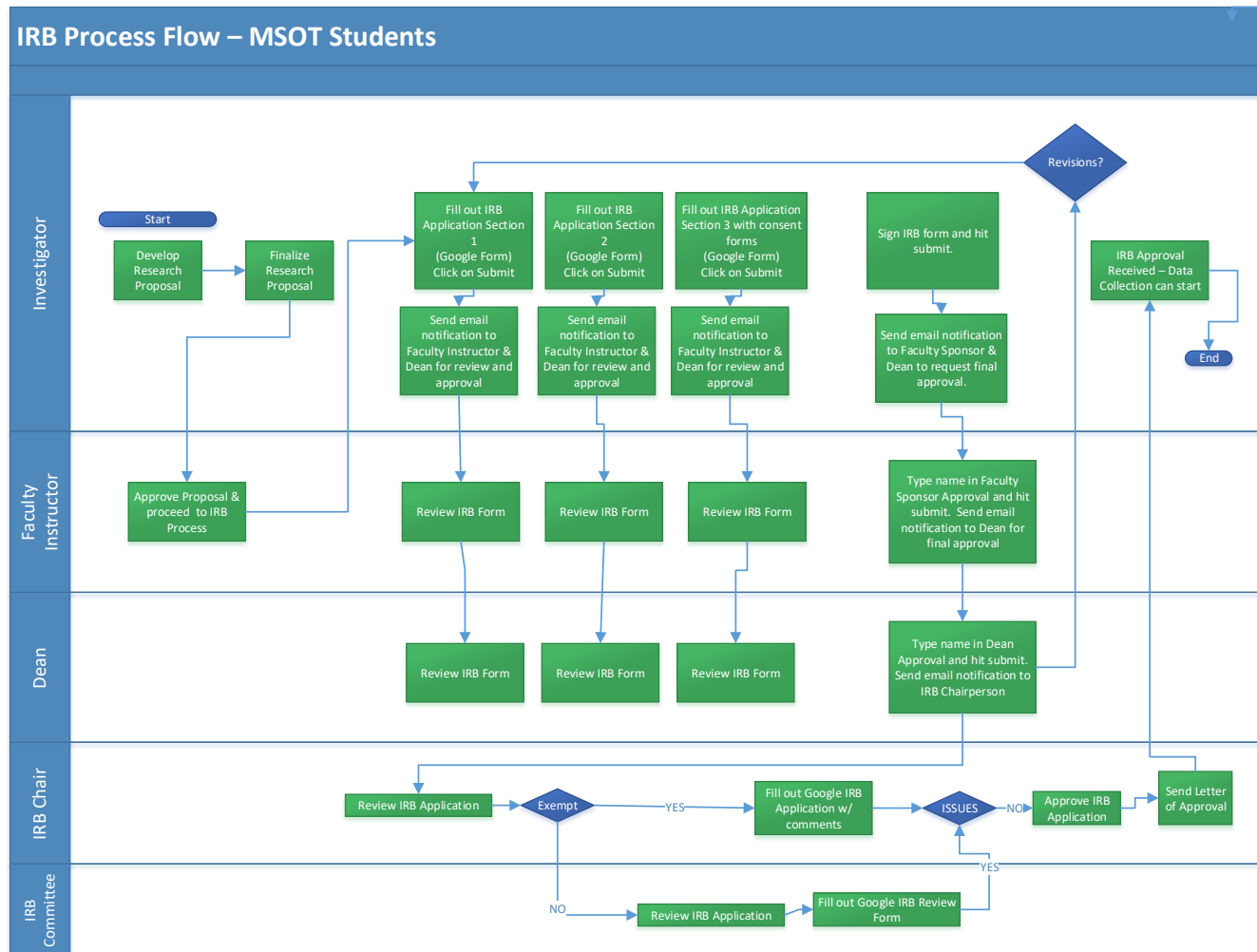


IRB Process

Application Package

Baker College Employee or Faculty IRB Process Flow

Baker College Employee or Faculty IRB 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

IRB Process

Application Package

IRB Form Links:

[MSOT Student IRB Form](#)

[DBA Student IRB Form](#)

[Baker College/Employee IRB Form](#)

[IRB Application Guidelines](#)

[IRB Form Layout Example \(Google Form\)](#)