

Welcome to

Promoting Ethical Research

Fall 2024

Presented by

The Faculty Professional Center

&

**The Office of Research, Scholarship, and Graduate
Studies**



Topics covered in this presentation:

- **IRB review**
- **Comprehensive walkthrough of the IRB process**
- **IRBNet submission**



History of the Belmont Report

1947 The
Nuremberg
Code

1972
Tuskegee
Study

1979 The
Belmont
Report

1964
Declaration
of Helsinki

1974
National
Research
Act



The Belmont Report

- Respect for Persons
 - Voluntary consent
 - Informed consent
 - Privacy and confidentiality
- Beneficence
 - Maximize the potential benefits and minimize the potential risks
- Justice
 - Relates to the distribution of risk within society



The purpose of the Molloy University Institutional Review Board(IRB)

to safeguard and respect all human subjects invited to participate in research by faculty members, students, or other users of Molloy University facilities, regardless of where the research is conducted.



Members of the Molloy University IRB

Ex-officio members: Audrey Cohan, EdD and Sherry Radowitz, PhD

Chairperson: Maureen Sanz, PhD

School of Arts & Sciences: John Carpentre, PhD and Janice Kelly, EdD

School of Business: Gayle O'Keefe, MBA

School of Education & Human Services: Joanna Alcruz, PhD and Audra Cerruto, PhD

The Barbara H. Hagan School of Nursing & Health Sciences: Marcia Caton, PhD, Lorraine Emeghebo, EdD, Heather Reens, PhD, Ethel Ulrich, DNP, and Susan Vitale, PhD

Outside Community Members

Debbie Langone, EdD - Executive Director for Instructional Technology & STEAM

Robert Marmo, PhD - Chief Planner Suffolk Probation

Ann Marie Nancy O'Donnell, MA - The Usher Syndrome Coalition

Kate Scotti, MS CCC-SLP, TSSLD - Speech Language Pathology in Motion



SUBMISSION DUE DATE	FULL BOARD MEETING DATE* Meeting Time: 3:30pm	BOARD RESPONSE
January 1, 2025	January 15, 2025	January 31, 2025
February 1, 2025	February 19, 2025	February 28, 2025
March 1, 2025	March 19, 2025	March 31, 2025
April 1, 2025	April 16, 2025	April 30, 2025
May 1, 2025	May 21, 2025	May 31, 2025

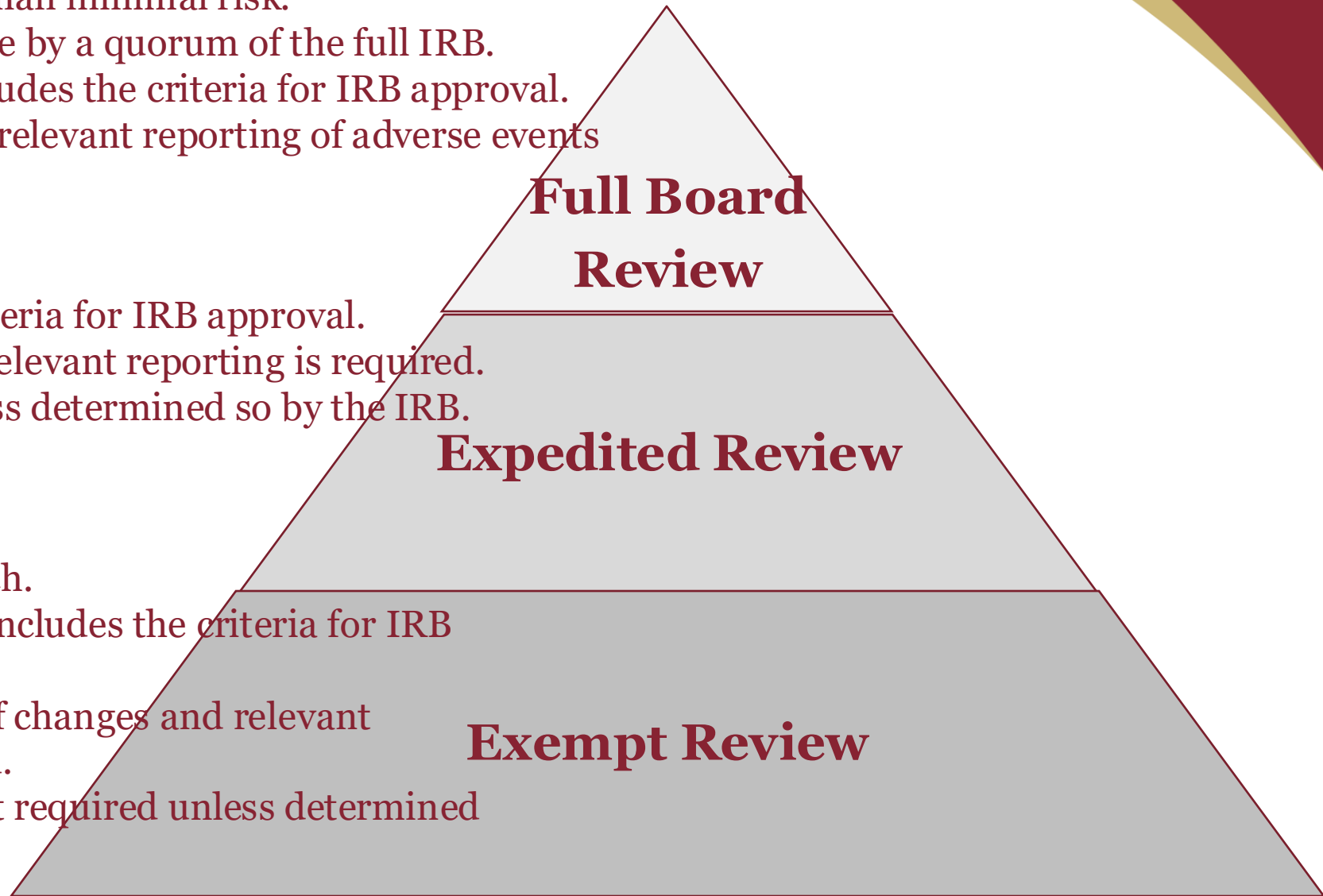
* Proposals are reviewed during the summer months. Submissions that require Full Board review will be on the agenda for the September 17, 2025 IRB meeting.



- Research that is more than minimal risk.
- Requires a majority vote by a quorum of the full IRB.
- The review process includes the criteria for IRB approval.
- Continuing review and relevant reporting of adverse events and benefits.

- Minimal risk research.
- The review process includes the criteria for IRB approval.
- Continuing review of changes and relevant reporting is required.
- Formal annual is not required unless determined so by the IRB.

- Minimal risk research.
- The review process includes the criteria for IRB approval.
- Continuing review of changes and relevant reporting is required.
- Formal annual is not required unless determined so by the IRB.



Before: Proposal Submission to the IRB

- Consult the [Molloy University IRB webpage](#) for information regarding Human Subject Research and types of protocol determination as well as appropriate applications for the type and level of research activity submitted.
- Complete your CITI training.
- ALL people associated with the proposal to be submitted have documented appropriate Human Subjects Research (HSR) training (CITI Program training) in **BOTH** Responsible Conduct of Research (RCR) and Human Subjects Research (HSR).
 - Information regarding CITI Program training is on the [IRB website](#).
- Create an [IRBNet account](#).



Proposal Submission to the IRB

- Obtain all required electronic signatures of the principal investigator (PI), the department chairperson or equivalent, Co-investigators and faculty advisor if it is a student submission on the application and in the IRBNet *Package Signatures* for PI and Co-investigators.
- Allow at least THREE weeks from the date of submission to the date of the IRB response regarding the proposal.
- Please respond promptly (within one week) if there are requested revisions to the proposal.



Proposal Submission to the IRB for students in an undergraduate class

- If the proposal is submitted for students in an undergraduate class, the faculty member submits the proposal as the principal investigator and must have CITI certification.
 - Please clarify if the research involves individual or group work and use the appropriate form that can be found in the IRBNet library.
- For PhD, DNP, or EdD candidates, the student is the principal investigator and must submit a full proposal with the faculty mentor included as a co-investigator.



IRBNet

Proposal Submission

Forms and Templates

Library Manager



Welcome to IRBNet
Joyce Borelli

[Help](#)

[My Projects](#)

[Create New Project](#)

[My Reminders](#)

Other Tools

[Forms and Templates](#)

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: *	<input type="text" value="Molloy University, Rockville Centre, NY"/>
Title: *	<input type="text"/>
Local Principal Investigator:	First Name: * <input type="text"/>
	Last Name: * <input type="text"/> Degree(s): <input type="text"/>
Keywords:	<input type="text"/>
Sponsor:	<input type="text"/>
Internal Reference Number:	<input type="text"/>
	You may specify an internal account number, billing identifier or reference number for this project.
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

* required fields





Welcome to IRBNet
Joyce Borelli

Designer

Help

My Projects

Create New Project

My Reminders

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

[2272904] Test Research Proposal

Package: 2272904-1 Work in progress (Not submitted)



Click to add a package description or notes.

Step 1:

[Hide Form Libraries](#)

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Molloy University IRB, Rockville Centre, NY

Select a Document:

1. READ THIS FIRST !!!

Download

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

Attach New Document

[\(When should I do this?\)](#)





Welcome to IRBNet
Joyce Borelli

Designer

- [Help](#)
- [My Projects](#)
- [Create New Project](#)
- [My Reminders](#)
- Project Administration**
- [Project Overview](#)
- Designer**
- [Share this Project](#)
- [Sign this Package](#)
- [Submit this Package](#)
- [Delete this Package](#)
- [Send Project Mail](#)
- [Project History](#)
- [Messages & Alerts](#)
- Other Tools**
- [Forms and Templates](#)

[2272904] Test Research Proposal

Package: ▼ 2272904-1 Work in progress (Not submitted)

[Click to add a package description or notes.](#)

Step 1: [Hide Form Libraries](#)
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

1. READ THIS FIRST !!!

1. READ THIS FIRST !!!

ACTION RESEARCH : FACULTY APPLICATION FORM

ACTION RESEARCH : INSTRUCTOR INSTRUCTIONS FORM

ACTION RESEARCH APPLICATION FORM FOR STUDENTS

AMENDMENT APPLICATION TO A MOLLOY IRB APPROVED PROTOCOL

ANNUAL NON RESEARCH PROJECT REPORT FORM

APPLICATION FOR ONGOING CONTINUING REVIEW or FINAL REPORT

ASSENT GUIDELINES FOR RESEACHERS

ASSENT TO PARTICIPATE IN RESEARCH-ADOLESCENT 13-17

ASSENT TO PARTICIPATE-CHILD

Classroom Assignment Application Student_REVISED 11_06_2024.docx

Classroom Assignments Application Faculty Guidelines 11_06_2024.docx

EXPEDITED or EXEMPT RESEARCH ANNUAL REPORT

FERPA FORM

HIPAA FORM

HOW TO SHARE A PROJECT ON IRBNET.

HOW TO SUBMIT A MODIFICATION, AMENDMENT ,CONTINUING REVIEW , PROJECT CLOSURE FORM.

INFORMED CONSENT FOR ONLINE SURVEYS 2- SAMPLE

INFORMED CONSENT FOR ONLINE SURVEYS 1- SAMPLE_2024

INFORMED CONSENT FORM :TIPS ,PRONOUN USAGE, GENDER

Step 2:
Assemble your document package while maintaining version control.

Documents

Document Type

▼ Abstract/S

There are no documents in this category.



Welcome to IRBNet
Joyce Borelli

Help

My Projects

Create New Project

My Reminders

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

Share Project

[2272904-1] Test Research Proposal

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.





Welcome to IRBNet
Joyce Borelli

[? Help](#)

[My Projects](#)

[Create New Project](#)

[My Reminders](#)

Project Administration

[Project Overview](#)

[Designer](#)

[Share this Project](#)

[Sign this Package](#)

[Submit this Package](#)

[Delete this Package](#)

[Send Project Mail](#)

[Project History](#)

[Messages & Alerts](#)

Other Tools

[Forms and Templates](#)

Sign Package

[2272904-1] Test Research Proposal

I Joyce Borelli, as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has not been signed.





Welcome to IRBNet
Joyce Borelli

Help

My Projects

Create New Project

My Reminders

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

Submit Package

[2272904-1] Test Research Proposal

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
	<input checked="" type="checkbox"/>	Only show My Default Boards	
	Molloy University IRB, Rockville Centre, NY		
	Molloy University Grants and Sponsored Programs Office, Rockville Centre, NY		
Select a Board *			
	<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>	

* required fields



IRB Review

- Risks to subjects are minimized.
- Risks to subjects are reasonable in relation to benefits, the knowledge that is expected to result.
- Selection of subjects is equitable.
- Consent document is clear in describing the essential elements.
- The consent process is described clearly and is appropriate
- There is a plan to ensure the safety of subjects during data collection, monitoring, and analysis.
- There are provisions to protect the privacy of subjects and to maintain the confidentiality of data.



- **Contact Us**
- **Institutional Review Board**
Kellenberg Hall 322
- **Phone:** 516 323-3405 **Email:** irb@molloy.edu
 - Appointments are available by request.
- Please include your IRBNet protocol number and title on all communications with the IRB



Thank you for your participation!



What are your questions?

