

Steps in obtaining IRB approval for DSW students

1. Student completes dissertation proposal
2. In collaboration with dissertation chair, student identifies all possible IRB's that might be involved with the study
 - a. University(s)
 - b. City(s)
 - c. Agency(s)
3. In collaboration with student's dissertation chair, the DSW Program Director will review all of the dissertations that involve human subjects research with staff of the Penn IRB to ascertain:
 - a. if it needs to be reviewed and if so:
 - i. the potential level of review
 - ii. Ethnical issues/decisions that need to be considered when writing the proposal and shaping project
4. Dissertation chair will share with the student, information obtained from discussion with IRB staff, and develop plan with the student for how they will proceed with writing the irb application
5. The student is responsible for writing all IRB applications associated with this project. All IRB submissions MUST be reviewed by either the DSW Director or member of the dissertation committee prior to submission.
6. Students cannot be the PI on their study; the PI must be a Penn faculty member, typically the committee chair. The student is responsible for tracking his/her application on line to ensure that the study PI and department head have signed off on the application so that it can be reviewed by the IRB.
7. Student will work with DSW Director and study PI to respond to any concerns/questions that are raised during the review process and will reconcile any differences in protocols that emerge from the review of multiple IRBs.
8. No work on the dissertation will begin until the student has received authorization from the University IRB and any other IRB's involved in the proposed research project.

It's a good idea to visit the IRB site

(http://www.upenn.edu/regulatoryaffairs/index.php?option=com_content&task=view&id=3&Itemid=8)

to become familiar with what the IRB does and why it exists. Students who have applied (or are applying) for IRB approval should be contacted **within 10 days of submission**. If not, inform Yvonne Higgins, Executive Director. General inquires and questions should go to Kyle Stephens.

IRB Contact:

Kyle Stephens

Phone: 215-746-6268

Fax: 215-573-9438

Email: kstep@upenn.edu

kstep@exchange.upenn.edu