



*Rust College
Institutional Review Board*

Guidelines for Submission

The following procedure is recommended for persons seeking approval to conduct research with students (or recommended groups) at Rust College.

1. Once the initial request has been received by the Vice President of Academic Affairs, an application for Institutional Review Board form will be provided. The form can be made available from the office of VPAA.
2. The VPAA will review the request and if it is determined it is an acceptable proposal the application will be forward to the IRB Committee.
3. The IRB committee will review the proposal based on the application. A letter will be provided for the applicant. Possible recommendations may include:
 - A. Proposal is accepted and a campus representative will be assigned to complete procedural recommendations.
 - B. Proposal requires further questions by the IRB Committee with specific items identified. Applicant is asked to respond to the items questioned and resubmit. A contact person from Rust College will be identified in the letter.
 - C. The proposal is found to be unacceptable and an explanation of findings or questions are included in the letter.

In addition to the IRB application, the full proposal may be submitted by choice of the applicant. Final letter and response requires approval from the VPAA based on the recommendation of the IRB committee.