

## IRB Research Application Instructions

Please contact the IRE Office, or our website <http://www.lee.edu/ire> for information on the application process.

IRB Chairman  
Dr. Michael Fleming  
IRB@lee.edu  
281.425.6231

Review IRB Frequently Asked Questions for general information and research definitions.

### For Single-Campus Research, Multi-Campus Research or Research for Outside Institutions

- Submit Application to IRE Office via e-mail to [IRB@lee.edu](mailto:IRB@lee.edu)
- IRB Chair will review or delegate an Expedited review, if applicable, and will provide the IRB Office with one of the following decisions:
  - Exempt
  - Approved
  - Referred to Full IRB Review
- If your protocol is Referred it will go before the full IRB Committee for review with a recorded vote. The IRB Committee will provide one of the following decisions:
  - Approved with Further Review
  - Conditionally Approved
  - Not Approved (Only the full IRB Committee may reject a protocol)

### IRB Research Application Checklist (for researcher reference only)

Item	Check
Research involves "Human Subjects"	
Protocol is Single-Campus	
Protocol is Multi-Campus or from an Outside Institution	
IRB Research Application Form is complete and answers are detailed	
IRB Research Application includes relevant attachments:	
• Participant Consent Form	
• Survey and/or Questionnaire	
• Any Approval from an outside IRB and/or Faculty Sponsors	
IRB Research Application Submitted to IRB Office	

It is important to submit your IRB Research Application at least **two weeks** before your proposed start date. We will make every attempt to review your application before your start date, but the date may have to be altered to accommodate the approval process.

**Remember:**

**The IRB cannot give retroactive approval on any protocol and you may not begin your research until you receive an official decision from the IRE office.**

**Conditional Approval will only be removed when the committee is satisfied that the proposed changes have been made.**

**The IRB decision is final and may not be over-turned by the System.**

Be sure to include the following on your Consent Forms:

*Any grievance against this protocol or investigator may be filed with the Lee College System IRE Office at [IRB@lee.edu](mailto:IRB@lee.edu) or 281.425.6231.*