

## Suffolk University Request for Approval of Research (RAR) Frequently Asked Questions

*When should a Request for Approval of Research (RAR) be submitted to the Institutional Review Board (IRB)?*

Any faculty member, student, or staff member of Suffolk University who plans on conducting research involving human participants must submit an RAR to Suffolk's IRB. It is not necessary for this research project to be conducted on Suffolk's campus; if the Principal Investigator plans on carrying out the project under the auspices of Suffolk University, then Suffolk's IRB must pass approval on the project in its entirety.

*How far in advance of the beginning of a research project should an RAR be submitted?*

No data collection may begin without express approval from the IRB. A Principal Investigator (PI) should submit an RAR as far in advance as possible.

*What constitutes a complete submission for IRB approval?*

Complete protocol submissions should include:

1. **A complete and accurate Request for Approval of Research Form.** This form can be obtained from the IRB Administrator or on the Internet at <http://www.suffolk.edu/research/17776.html>.
2. **A copy of a certificate of completion of the CITI online training program for IRB compliance for all individuals who will be involved in carrying out the research project.** This includes but is not limited to the Principal Investigator and all research associates. This free training program can be found at <http://www.citiprogram.org> or by linking to the training site through the IRB's website. Go to <http://www.suffolk.edu/research/29917.html>.
3. **A copy of an Informed Consent Form for participants, or a set of Parental Permission and Assent Forms for research with children.** Note that Principal Investigators must take steps to ensure that participants are legally and mentally competent to give informed consent, including the use of simple, straightforward language at an 7<sup>th</sup> grade reading level for adult participants.
4. **A copy of all other relevant study materials.** This may include recruitment scripts, flyers, questionnaires, surveys, etc.

*Where should submissions be sent?*

A hard copy and an electronic copy of all IRB materials for all submissions should be mailed to:

Office of Research and Sponsored Programs  
Institutional Review Board (IRB)  
73 Tremont Street, 13<sup>th</sup> Floor  
Boston, MA 02108

Please email electronic copies to: [lcalderon@suffolk.edu](mailto:lcalderon@suffolk.edu)

*What if I am conducting the research in multiple institutions, sites, etc.?*

If any researcher is unsure as to which institution should issue the primary IRB approval, or what type of IRB review is required (full, expedited, exempt), he or she may consult the Research Compliance Coordinator, Lucia Calderon at (617) 557-2006.

*Call (617) 557-2006 for any general questions regarding.*