

Survey Approval and Scheduling through IR

- Following TCC's Survey Guidelines, researcher completes Survey Administration Request Form online to gain permission to administer survey
- IR considers survey request population and timeline, compares to other surveys being administered across TCC
- Surveys can be denied or scheduled differently than researcher plans

Time: minimum 1 week

IRB Application Approval

- IRB applications must be submitted online
- IRB reviews proposed study for meeting ethical standards
- Application should include letters of support from appropriate people (e.g., faculty advisor of club, department chair, etc.)
- Application should include permission granting email from IR for survey administration

Time: 2 weeks to 2 months

IR Service Request

- The online Service Request form must be completed for online surveys and/or archival data available through IR
- Note, IR may require more permissions/approvals before providing any archival data; surveys should have already gotten appropriate permissions during the Survey Administration Request process
- If administering an online survey, a service request must be put in with IR to build and administer the survey through Qualtrics
- If needing archival data available through IR, a service request must be put in with IR to request the data

Time: minimum 2 weeks

Annual Renewal/Modification of Study

- If the research will continue beyond one year of approval from IRB, or if there are any modifications to the study (P.I., methodology, etc.), researcher must submit a renewal or modification form to IRB and receive approval before proceeding with the study.

Time: minimum 1 week