

GUIDELINES FOR SUBMISSION of a proposal to the Xavier University IRB are as follows:

1. Because the IRB Committee receives many proposals, please include a cover letter to orient the Committee chairperson to your project. Important elements would be, a) have you previously discussed the project with the chairperson, b) has the study been approved by any other IRB, and c) is this a new proposal or a continuation of previous research. If the study is a revision or a request for reapproval, please include the Xavier University IRB Number that was assigned to your study in your original approval letter.
2. All materials should be submitted no later than ten (10) working days prior to the need for approval. The Committee gets multiple submissions and deals with them on a first come, first served basis.
3. All materials must be submitted in hard copy. Email submissions are not accepted. We have no funds to print them out, and cannot be responsible for making sure all elements of your proposal are in order.
4. Initially, one copy of your materials should be submitted to Charles Gramlich, Chair of the Xavier University IRB, PO Box 115C, Psychology Department, Xavier University of Louisiana, 70125. If the proposal must be sent to the entire IRB Committee, you will be asked to provide six additional copies of the material.
5. Required materials are:
 - a. a copy of the study proposal.
 - b. a copy of the completed IRB Questionnaire (available via email), which includes an informed consent checklist or a form requesting waiver of informed consent.
 - c. a copy of the informed consent (or waiver request).
 - d. a copy of any surveys or data gathering instruments used for the study.
 - e. a copy of any advertisements or flyers announcing the study.
 - f. a copy of any debriefing scripts, if used.
 - g. a copy of the Curriculum vitae for the principle investigator.
 - h. If your study has been approved by other IRBs, a copy of the approval letter from that IRB should also be submitted. This will make our approval process faster and easier.

NOTE 1: For informed consents, a contact number besides the principle investigator should be included. Typically, that contact number is for the Chair of the IRB. A typical wording would be as follows:

“If you have any questions concerning your rights as a human participant in research, you may contact Dr. Charles Gramlich, chair of the Xavier University IRB, at 520-7397.”

NOTE 2: For those IRB applicants who are not Xavier University faculty, staff, or students, if you are hoping to use Xavier University classrooms or facilities in conducting your research, you will need to have a Xavier faculty or staff member act as a liaison for your research so that they can arrange rooms or facilities for you to use.

Please be aware that because of conflict of interest issues, the Xavier University IRB members (and the chairperson) cannot be facilitators or sponsors for your research. We are not involved in arranging space, times, or facilities for your research.

NOTE 3: If you are planning to put up recruitment flyers for your study on Xavier University’s campus, you will need to get “posting approval” from the Xavier Student Services Administration. The flyers should be approved for use by the IRB, but then they must be submitted to Student Services to receive permission to post the approved flyers. The Xavier University IRB is not involved in the process of getting posting approval for flyers.