

## Institutional Review Board FAQs

All research that involves human subjects, whether funded or not, that is undertaken by a WIU faculty member, academic staff or student or supported by Western Illinois University, must be reviewed by the WIU Institutional Review Board (IRB). Approval must be granted by the IRB prior to collecting data from any human subjects for research purposes or soliciting subjects for a research study.

### **Helpful Tips for Conducting Human Subjects Research**

1. Protocols for review need to be fully completed with all supporting documentation, material, consent and/or cover letter needed to complete the study. Failure to turn in complete a protocol may delay approval. Exempt and expedited reviews normally take 7-10 days for review, while the full review process may take up to 30 days.
2. Avoid discipline-specific jargon in the IRB protocol and informed consent. Documents and materials should be written so that an individual with limited education in the field can easily read and understand your research purpose.
3. A faculty or staff member must serve as the Primary Investigator (PI) on any research project conducted by a student. This includes all graduate and undergraduate theses, papers, and dissertations.
4. Informed consent documents need to include contact information for the PI (e-mail, office phone) and the Compliance Specialist (309-298-1191 or [IRB@wiu.edu](mailto:IRB@wiu.edu)). In addition, a statement describing the amount of risk involved must be included. IRB Tw 1 0p