



University of La Verne Institutional Review Board Grant application with IRB approval

Grant Application with IRB Approval

If you are the Principal Investigator (PI) for a grant application and are proposing to use human subjects, it is your responsibility to check with the grant agency and comply with its IRB application requirements. It is essential that the grant applicants apply for the IRB approval early so that the IRB committee will have sufficient time to review the application and ensure it meets the ethical requirements. The IRB committee recommend you apply for the IRB approval at least 2 weeks prior to submitting the grant application for exempt or expedited review and at least one month prior to submitting the grant application for standard review. IRB recommends that the researcher familiarizes themselves with different study types (exempt, expedited, etc.) before deciding on an optimal window for application to allow for adequate turnaround. See the link for the descriptions of La Verne IRB Exempt Review and La Verne IRB Nonexempt Research (<https://laverne.edu/irb/policies-and-procedures/>). IRB will not be responsible for any delays resulting from not submitting your IRB application in a timely fashion. This policy is not only applicable to federal/public grants, but also is applicable to private grants when applicable.

Federal regulations [45 CFR 46.103(f)] require that each grant application or proposal for most federally supported human subjects research be reviewed and approved by an IRB. As part of this review, IRBs are required to ensure that the activities described in the grant are consistent with the proposed or IRB-approved protocol. The requirements may apply for both public or private grants. The examples of common federal or public grants which may require IRB approval at the grant proposal/application stage are but not limited to the following:

- Department of Education (DOE)
- National Science Foundation (NSF)
- National Institutes of Health (NIH)
- National Endowment for the Humanities (NEH)
- National Education Association (NEA)
- California Humanities
- Commission on Teacher Credentialing (CTC)

PIs must submit a copy of the entire grant proposal without redactions. All documents submitted to the IRB are confidential. The IRB may need to assess any/all of the following based upon the information in the funding proposal:

- Number and qualifications of collaborating investigators and other members of the research team
- Cooperating institutions or performance sites that may require separate or additional IRB reviews
- Proposed research facilities
- Risks/benefits to the participants
- Confidentiality of data

- Feasibility of financial commitments to the participants
- Cost of the participant protection measures such as consent monitors or translators

On the IRB application, please mark “yes” for the question of “Do you have a funding agency associated with this proposed research study?”. Then address all the questions under “Proposed Study Funding Details” including the source of the funding, the name of the funding agency, whether you have submitted your ORSP application, etc. In addition, please attach a copy of the entire grant proposal by clicking on “Add Attachment” under the “Data Collection Method (check all that apply)” box.