**Educational and School Psychology Department Review Board Procedures**

The mission of the Educational and School Psychology (EDSP) Department Review Board (DRB) comes from the objectives of the Institutional Review Board (IRB) of Indiana University of Pennsylvania (IUP). The purpose of both groups is to protect the rights of human subjects, as well as address ethical issues surrounding the research of students and faculty members at IUP. According to the published guidelines of the IRB, *all research projects are reviewed, even when no human subjects are involved.* However, the DRB review of a study may recommend to the IRB that it be exempt from full IRB review or eligible for expedited review by the IRB and the DRB can recommend type of review prior to sending a proposal to the IRB.

All research conducted by students from the Department of Educational and School Psychology is to be reviewed by the DRB and the IRB. Further, it is expected that all faculty members of the Educational and School Psychology Department submit their research to the DRB for review prior to sending it to the IRB. The purpose of the DRB is to help students and faculty through the IRB process and to facilitate the ease and timeliness with which proposals are reviewed and accepted by the IRB. The DRB performs the critical function of peer review before research is shared with the IUP community at large. Members of the DRB are available to provide constructive criticism and feedback regarding the submitted proposal. Therefore, the major goal of the DRB is for the departmental review process to be so thorough and accurate that students and faculty will experience little to no difficulty in gaining the IRB’s approval for their research project to proceed.

In addition to reviewing proposals for compliance with IRB requirements, the DRB offers feedback to the Principal Investigator regarding the quality of writing (e.g., grammar, APA style/format) and the methodology of the study.  Although these latter domains are not under the direct purview of the DRB, the DRB will provide this feedback, since it is in alignment with the learning goals of IUP.  Such feedback is provided to Principal Investigator to enhance the overall presentation of the research project. Additionally, members of the DRB may suggest research readings that are relevant to the study. The DRB takes its role very seriously and devotes much time to close, thoughtful reading of proposals and to the provision of constructive feedback.

The DRB recognizes that the primary person responsible for the quality of writing and methodology of the study is the Principal Investigator.  Therefore, the DRB feedback will not be inclusive of all edits and/or errors and general comments may be provided with the expectation that the Principal Investigator will review the protocol and ensure it is ready to submit to the IRB.

The Principal Investigator is cautioned that feedback relative to writing and methodology is intended to improve the overall quality of the research endeavor; however, the Principal Investigator assumes responsibility for disregarding the feedback associated with writing quality and methodology.

It is the DRB’s position that when students and faculty receive the benefits of the review process, the quality of the research produced by the Department of Educational and School Psychology increases. Thus, the Department’s reputation within the College of Education and Educational Technology and the University as a whole is enhanced.

When a protocol lacks clarity and clear conceptualization, the DRB reserves the right to function as a gatekeeper and return it to the Principal Investigator for revisions. The protocol then must be resubmitted to the DRB for review. Even when only minor revisions are required, the protocol must be resubmitted to the Chairperson of the DRB for approval. In all cases, the DRB or a member of the DRB makes the final determination of approval of a protocol and sends it to the IRB.

The DRB accepts proposals (electronically) on an ongoing basis.

**DRB Review Process**

1. *Plan ahead!* Plan to have your protocol to the DRB at least two months prior to when you wish to submit it to the IRB.
2. Prepare your protocol according to the IRB’s guidelines and samples provided at <http://www.iup.edu/irb/default.aspx>.
3. Submit an electronic copy of your protocol, along with any appropriate documentation to the DRB Chairperson (e.g., letters of support or approval for data, etc.).
4. The DRB Chairperson will ensure that all DRB members receive a copy.
5. The DRB review of submitted protocols will take place electronically, unless the DRB believes it appropriate to meet and discuss the proposal.
6. If a protocol is approved without revisions, the DRB will forward the protocol directly to the IRB. The originator of the protocol will be notified of the results of the DRB action by the DRB Chairperson.
7. If a protocol is approved with revisions, comments regarding the suggested changes will be provided to the Principal Investigator. The Principal Investigator then must resubmit the revised protocol to the DRB Chairperson along with an outline of the changes that were made to the protocol.
8. If a protocol is not approved, suggestions made by the DRB for changes to the protocol will be provided to the Principal Investigator. The Principal Investigator then must resubmit the new protocol to the DRB for review.
9. When the DRB makes final approval of a protocol, the DRB Chairperson will send the protocol electronically to the IRB and notify the Principal Investigator.

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