To: Faculty teaching courses that require students to actively engage human subjects,  
Faculty or staff supervising undergraduate or Master’s degree students who are actively engaging human subjects in research,  
Chairs of Departments that have courses that require students to actively engage human subjects, and  
Mentors and others who work with students who are actively engaging human subjects

From: Institutional Review Board for Human Subject Research (IRB)

Re: Protocol Form for Undergraduate and Master’s Degree Students

The IRB has revised the Undergraduate and Master’s Degree Student Protocol Form. This form must be used beginning February 15, 2016. The IRB will return protocols that are submitted on the old form.

The new form has significant differences. The most obvious difference will be the Decision Tree that is now the first page. You and your students should review the Decision Tree to determine if a protocol should be submitted to the IRB. If a protocol does not need to be submitted, instructions are provided concerning the protection of human subjects according to the requirements of the William Paterson University IRB Policy.

If a protocol has to be submitted, the form follows on the pages after the Decision Tree. The questions have been clarified and expanded to raise the level of detail that is now expected. For example, the new form separates the question about off campus research locations into several discrete questions. It provides space for identifying multiple off-site research locations and their IRB requirements, and asks if the student has an affiliation with the site. Another addition to the form includes a series of questions about the disposition and storage of data. The previous form did not ask specifically about this issue which has evolved with changes to and the prevalence of digital data collection in today’s research.

The new form is available as an MS Word file on the IRB Forms page: www.wpunj.edu/osp/irb/forms.dot. Please provide this link for your students in your syllabus or on Blackboard. The Sample Informed Consent Statements are no longer part of the form but can also be accessed on the IRB Forms page. Guidance from the IRB on the storage and disposition of data is now on the IRB Forms page also.

An online tutorial will be available soon on the IRB webpage and workshops will be offered. (The schedule will be announced in an upcoming OSP Funding Opportunity Announcement as well as Campus Announcements.) The IRB also remains available for in-class presentations regarding the use of human subjects in research and the Undergraduate and Master’s Degree Student Protocol Form.

If you have any questions or concerns, or if you or your students have difficulty using the new form, please email or call the IRB at 973-720-2852 or williamsm@wpunj.edu.