CARDINAL STRITCH UNIVERSITY
INSTITUTIONAL REVIEW BOARD

Information for Faculty and Staff

It is important that faculty and staff conducting any research on human subjects and/or animals complete an IRB prior to beginning the actual study. The principal investigator must submit an IRB and also name any additional faculty, staff or students participating in the collection of data. Faculty and staff are NOT exempt from an IRB submission when working with human subjects and animals regardless of the college, department, or rank.

IRB Connection to Federal and State Grants
Federal grant proposals (National Science Foundation, etc.) require an IRB to be submitted to the primary educational institution and all cooperative institutions where data on human subjects and/or animals is collected. Failure to submit an IRB may result in loss of grant funds by the funding organization.

IRB License Numbers
Federal grant proposals require that an Institution of Higher Education have an IRB that is licensed with the OHRP (Office of Health and Research) and will request these numbers. Cardinal Stritch University is a licensed IRB and is published on the OHRP website as such.

The numbers that certify the IRB at CSU are the following:
Assurance #: FWA00012777
Organization #: IORG 0005004

Research Completion
A representative from the grants office provides notification of a federal grant award to the chair of the Central IRB committee to ensure compliance with IRB regulations. Completion of data collection needs to be reported to both the chair of the Central IRB Committee and College the faculty and/or staff members is affiliated with, by completing the "Research Completion Form" found on the IRB web site.

IRB Training
IRB training is required for any faculty and staff member collecting data for a federal grant. The same program is used for IRB training that applies to non-grant research. The IRB training program is completed online and accessed at http://phrp.nihtraining.com/users/login.php.

At the end of the program print a completion of training certificate and attach it to the hard copy of the IRB for submission.

Training is required for IRB approval. If IRB training has been completed and a completion certificate is on file with the college one is affiliated, training does not need to be duplicated.

Private Consulting and Data Collection

If you are involved with a federal or state grant and collecting data with protected populations, an IRB needs to be submitted by the principal investigator listed on the grant. It is still up to the principal investigator to submit an IRB, even if the grant is not directly tied to a university and you are representing yourself as a consultant divorced from your university role.

PLEASE NOTE: Data on protected populations gathered during a consulting job and used to benefit one's position at the university may be in violation with federal law. Working with protected populations is tricky. If your data is challenged, be proactive and support your professional reputation with an approved IRB.

If you have any questions, please contact Joan Whitman at jlwhitman@stritch.edu.