How to Submit Your Minimal-Risk Research to the Institutional Review Board as an Undergraduate Student

prepared by the wpi institutional review board
Preface for Undergraduate Students

In most cases, your research as an undergraduate will fall under a special category of application which we refer to as an “Exemption Application for Student Projects Involving Minimal Risk.” This application applies to any research which poses “minimal risk” to participants, including surveys, questionnaires, interviews, and some forms of data analytics.

This document provides a visual guide to submitting your minimal-risk undergraduate research (e.g., a humanities practicum or seminar, IQP, MQP, or ISP) to the Institutional Review Board (IRB) via our online application system, InfoEd.

Please direct any questions to irb@wpi.edu
Before you begin the application process you’ll want to get the following materials together:

- The title, objective, and mission statement of your project.
- The names, emails, and earliest involvement dates of all your team members.
- The name of the primary faculty advisor on your project.
- A copy of a draft methodology and list of methods used in your project.
- A copy of the questions and rubrics of any surveys or interviews used in your project.

Once you have collected these materials, go to https://wpi.infoedglobal.com.

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From the home page, click “Human Protocol” in the pane near the top left.
A new pane will appear. Inside the new pane, click “Create New Human Protocol.”
A pop-up window with a single pane will appear. Click the “Continue” button.
Enter the title of your study in the empty text area. When you are done, click the “Continue” button.
Replace the name that is automatically inserted in the text field with the name of one of the professors advising your project. When you are done, click the “Continue” button.
A new page will appear. Copy down the **Record Number** near the top left of the page; you will need it later. Then, click on **“IRB Application”** near the center of the page.
A new page will appear with several text and check boxes. In the first drop-down menu, select “Exemption Application for student project involving minimal or no risk”. Once you select it, fill out all of the remaining fields on the page. When you are done, click “Funding Information” near the top-left of the page.
Check the **boxes** next to all sources you think you will use to fund your research. When you are done, click “**Study Personnel**” near the top-left of the page.
This page is where you will add all your team members and advisers. For each member of your team, click the “Add Personnel - Review” button, search for them by name in the pop-up, and add them. Once everyone is added, select their role in the drop-down menu next to their name; in most cases, all students will be “Student Investigators” and your primary faculty advisor will be the “Principal Investigator.” If anyone in your team has completed CITI training, you may upload their certificates using the “Add New” button.

When you are done, click “Study Information” near the top-left of the page.
Fill out all of the fields on the page. At the bottom of the page, there are two optional fields where you may upload your research methods and surveys; if you have any, upload them here. When you are done, click “Additional Documents” near the top-left of the page.
You may now upload any supplemental documents on this page by clicking “Add New”. When you are done, click “Investigator’s Assurance” near the top-left of the page.
Carefully read and then check all of boxes, certifying you understand your responsibility as an investigator. When you are done, click “Save” near the top-right of the page.
Check the “Complete” box near the top-right of the page. If there are any errors in your application, you will be notified, and will need to fix them.
Once you have checked the “Complete” box, click “Submit” near the top-right of the page.
Your application is complete, but there’s one last step: Email your professor the record number you wrote down in step 6 so they can approve your application!
Congratulations!

Your application is now complete and submitted to the IRB for review! You will receive an email in a few days from the IRB with information on your next steps.