

IRB Process for DMin/DEdMin Students

Timeline:

1. Program Overview and Research Writing. Students will be introduced to the basics of IRB policy at the beginning of the program. This understanding is critical for students who may pursue research with human subjects during seminar work. The [IRB policy](#) is located in the Catalog, Handbooks, & Courses section of the [ProDoc website](#) and referenced in the DMin, DEdMin, [Project in Ministry](#) handbooks.

2. Mid-Career Assessment Workshop. Students will revisit IRB policies and procedures as they begin to frame potential project ideas.

3. Project in Ministry Design Workshop. The course will include a discussion of IRB policy and processes. The [Project Planning Grid](#) is the final assignment students must complete to fulfill the course requirements. The grid has been modified to include a question as to whether the proposed project involves research with human subjects or not.

4. Pre Final Project Proposal Stage. A student who indicates on the grid that the proposed research involves human subjects must complete the [IRB Exemption Request Form](#). The ProDoc Office will email the approval or denial letter to the student, copying the project mentor. If the exemption request is denied, the student must fill out an [IRB Request Form](#) and undergo a full IRB review. IRB will email its decision to the student, copying the project mentor and the [ProDoc administrative assistant](#). The student will document the IRB decision in the proposal and include it in the document's appendix.

5. Final Project Proposal. For research involving human subjects, students must acknowledge their IRB status (exempt, expedited, or full review) in Chapter 8 (Project Evaluation) of the proposal document and direct the reader to the appropriate documentation in a proposal appendix. The ProDoc committee will not approve a Final Project Proposal involving research with human subjects without IRB documentation.

6. Final Project Proposal Evaluation. A question will be added to the [Final Proposal Evaluation](#) indicating the student's IRB status (exempt, expedited, or full review) if the project involves human subjects. The ProDoc committee will give full attention to IRB actions when considering project approval. No student can begin project implementation without ProDoc committee approval.

7. The Project Report. Students whose research involves human subjects must adhere to any conditions placed upon them in the IRB process and reference these actions as appropriate in the report's text. Students who conduct interviews must acknowledge that they obtained prior written consent from interviewees before interviews were conducted. [Interview Release Agreements](#) should not be included in the project report; instead, project directors should note that these agreements have been filed with IRB prior to the interview process. Interviews may **not** be

conducted without prior written consent from each interviewee, which should be filed with IRB beforehand. IRB process will be added to the [Project Report Evaluation form](#).