Keep in mind:

1. If your 635 instructor has an IRB due as a class assignment, you need to complete that assignment (but the paperwork does not necessarily need to be submitted to the CSUN IRB).
2. Any audio-recording makes this chart invalid. Audio-recording interviews will require a full IRB committee review.
3. ‘Exempt’ is a formal category within the IRB process. Protocols considered ‘exempt’ will still require review, but likely not by the entire IRB committee.
4. ‘Exempt’ and ‘Minimal Risk’ protocols will still need to be submitted to and reviewed by the IRB Chairperson. These protocols will likely take less time to review than full protocols, but students should expect to wait at least six (6) weeks before they receive word back from the Chairperson about their project.
5. For ‘Minimal Risk’ protocols, it is VITAL that the data protection plan is spelled out clearly and concisely.
6. ‘Full IRB Review Required’ protocols need to be submitted by the University deadline (Aug. 7, Sept. 4, Oct. 2, Nov. 6, Nov. 27) and students should expect to wait a minimum of 2 months before they receive word back from the committee about their project.
7. Student protocols require a faculty signature before they can be submitted. The 635 instructor is responsible for signing the IRB protocol. It is suggested you include your Capstone Advisor in decisions about your project and IRB protocol, but the 635 instructor is the one who signs the IRB protocol before it is submitted.
8. Your protocol may not be approved immediately. Often the committee or Chairperson requests changes before approval is granted. Data collection cannot begin before approval is granted. This possibility may affect your timing.