

Start at <https://www.missouriwestern.edu/humansubresearch>

IRB certification allows Missouri Western to ensure that 100% of students, faculty, and staff who are responsible for a study are familiar with both the Federal regulations and local Missouri Western policies regarding the ethical treatment of human subjects in research. To get certified, you need to complete both Lesson 1 and Lesson 2 of the US Department of Health and Human Services Human Research Protections Training. When you complete each lesson save the certificate of completion with your name as a .pdf and upload into the IRB Certification section in within the Axiom IRB system. Certification is valid for a 3-year period.

## Step 1: Get Certified

GET CERTIFIED

LESSON 1

LESSON 2

**Be sure to print your certificate as a .pdf when you are done with the lesson.**

### Proposals

IRB PROPOSAL GUIDE

SUBMIT A PROTOCOL FOR REVIEW

## Step 2: Login to the Protocol Management System.

### IRB Members

- + Who is required to apply?
- + What kinds of review procedures are there?
- + How do I submit a proposal for review?
- + When does the committee meet?
- + How will I be notified of the committee's decision?
- + Do I need the support of my department chair?
- + Why do I need to be certified before I can submit a proposal?
- + What if I need to change my proposal after it is approved?
- + What are the reporting requirements?



**Username**

**Password**

- > [Forgot My Password](#)
- > [Change Password](#)
- > [Activate account](#)

# Login using your University credentials

Having problems logging in?  
Contact the Help Desk at (816) 271-4555.



Home Faculty Reporting Applications Internships Institutional Tools IRB

IRB

IRB Admin

IRB Setup

IRB User Management

Upload your certification documents.



Info Page

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Institutional Review Board Agenda



Resources

**INTRODUCTION:** The Missouri Western State University Institutional Review Board is charged by the Federal Government with protecting human subjects involved in research. The IRB performs prospective and continuing review of protocols, the informed consent process, and the procedures used to enroll subjects in order to ensure that the human subject research is conducted ethically and in compliance with the Belmont Report, and with applicable federal, state, local and institutional requirements.



My Proposals



Student Proposals

If you have any questions about the process of IRB review, please contact Director of Research Compliance and Vice-Provost, Dr. Michael Ducey (816-271-4391). In addition, you can find a variety of documents related to the IRB process, including a link to the federal regulations and some founding documents on the ethics of research involving human subjects under additional resources on the Human Subjects Research website.



Reviewer

For complete information on the protocol submission and review process, please see our Standard Operating Procedures: <https://www.missouriwestern.edu/humansubsresearch/>



Chair Approval

The following links should assist you in the protocol submission process. Please note that we have instituted new protocol templates, which are linked below.



IRB Certification

**What Constitutes Human Subjects Research and What Research Needs to Be Reviewed?**

*Human subject* means a living individual about whom an investigator (whether professional or student) conducting research:

- (i) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or
- (ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.



Meetings



IRB Members

**How to Determine What Category of Research Your Study Is and What Forms to Use**

When you go to the My Protocols page and click on the "Create a New Protocol" button, Mentor will launch a diagnostic survey that will assist you in determining the proper form for submission. At the completion of that survey, you will be prompted to either continue the protocol submission process or you may cancel out and return to submit your protocol at a later date.



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- Reviewer
- Chair Approval
- IRB Certification**
- Meetings
- IRB Members

### IRB Certification

IRB Human Subjects Training Certification

Upload

Click here and upload as .pdf

File	Date of Completion	Renewal	File Size	Date Posted
Lesson 1_Certificate of Completion_Ducey.pdf Not Yet Verified by IRB	03/23/2023	03/19/2026	84 K	03/23/2023
Lesson 2_ What is Human Subjects Research_ HHS.g... Not Yet Verified by IRB	04/19/2023	04/15/2026	86 K	04/19/2023
Lesson 3_ What are IRBs_ _ HHS.gov_Ducey.pdf Not Yet Verified by IRB	08/31/2023	08/27/2026	74 K	08/31/2023
Lesson 4_ Independent Review of Research _ HHS.gov... Not Yet Verified by IRB	08/31/2023	08/27/2026	73 K	08/31/2023
Lesson 5_ Institutional Oversight of Human Researc... Not Yet Verified by IRB	08/31/2023	08/27/2026	73 K	08/31/2023



IRB

[IRB Admin](#)[IRB Setup](#)[IRB User Management](#)

Start your protocol submission

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[Meetings](#)[IRB Members](#)

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**My Proposals**

Student Proposals

Reviewer

Chair Approval

IRB Certification

Meetings

IRB Members

Create New Proposal

Click here to begin a new proposal.

My Proposals

Next Meeting:

Deadline for Submission:

Clear search filters

IRB ID  Status  I am the PI

Submitted  Proposal Title

IRB # ^	Title	PI	Approved	A.R. Due	Tracking Status
5	Test Survey for a class	Michael Ducey			Completed
10	Example Protocol Submission - Exped...	Michael Ducey			Completed
11	Title	Michael Ducey			Completed
12	Title Example Proposal	Michael Ducey	04/26/2023	03/28/2024	Completed
16	Example Proposal 1	Michael Ducey			Completed
17	Example Proposal 2	Michael Ducey			Completed

**i** Have you completed your required Human Research Protection Training and uploaded your certificate of completion?

- Options:  Yes, I have completed my training and my certificate is on file.  
 No, I haven't completed my training yet.

**i** Is the study activity a systematic investigation designed to develop or contribute to generalizable knowledge?

- Options:  Yes  
 No

**i** Does the research involve obtaining information about living individuals?

- Options:  Yes  
 No

**i** Does the research involve intervention or interaction with the study subjects?

- Options:  Yes

**i** Will the only involvement of human subjects be in one or more of the following categories?

- Options:  1. Research conducted in established or commonly accepted educational settings, involving normal educational practices.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under option 2, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records or pathological or diagnostic specimens.
5. Research studying, evaluating, or examining public benefit or service programs.
6. Research involving taste and food quality evaluation or consumer acceptance studies.
7. None of the above.

Could identification of subjects put them at risk of criminal or civil liability, or be socially or economically damaging?

- Options:  Yes  
 No

## Create IRB Proposal

Your name will automatically appear here.

Next Meeting

Deadline for Submission

\* PI Michael Ducey

Co-PI's

Add

(Type first letters of last name and select from popup list, then click "Add")

External Personnel

Add Co-PIs

Research Assistants

Add

(Type first letters of last name and select from popup list, then click "Add")

\* Proposal Title

Required Approvals Chemistry - Natalie Mikita

Additional Department Approval

Add

\* Proposed Start Date



Clear

Proposed End Date



Clear



\* Risk Level

-Select-



Data Types Collected

- Secondary Data Analysis (analysis of data that already exists)
- Surveys/Questionnaire/Psychometric Testing
- Interviews/Oral History/Focus Groups
- Observational/Ethnographic Research
- Audio/Video-Recording and/or Photographs
- Description/Complete Disclosure of Research Purpose or Procedures

Complete all applicable and required sections.



Funding Source \* Review Type **Expedited Review** ▼

Please choose the option that you think best fits your project:

- (1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met
- (2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows
- (3) Prospective collection of biological specimens for research purposes by noninvasive means
- (4) Collection of data through noninvasive procedures
- (5) Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes
- (6) Collection of data from voice, video, digital, or image recordings made for research purposes
- (7) Research on individual or group characteristics or behavior

Waiver of Informed Consent **Not Requested** ▼Waiver of Documentation of Informed Consent **Not Requested** ▼HIPAA **-Select-** ▼

- Vulnerable Subjects
- Cognitively Impaired
- Minors (under age 18)
- Pregnant Women & Fetuses
- Prisoners
- Non-English Speakers

\* Number of Subjects

Provide a brief summary of the proposal:

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Table of Contents, and other editing functions. Below the toolbar is a large text area for writing the proposal summary.

Words: 0/150

Message to IRB

When you click on the "Save" button below, your protocol record will be created. You can then upload additional files, and edit this form as needed. When your protocol is ready, click the "Submit Protocol for Review" button that will appear at the top of the view protocol page. That will formally submit your protocol to the IRB and notify the IRB coordinator that a new protocol has been received.

Save Cancel



Save to move to next step.



Info Page

Edit

Abstract

Upload Docs

Print / Zip



Resources

## Example Proposal 2



My Proposals



To submit a protocol for review, please complete all relevant application sections, attach your Informed Consent, and any other relevant documents. Protocols submitted with out an Informed Consent will be returned without review.



Student Proposals

1 Signatures Missing



Reviewer

Required Questions Not Answered

Submit Proposal for Review



Chair Approval



Required signatures missing. Submit button will be enabled after all required signatures are present.



IRB Certification

Tracking Status: Completed



Meetings

Proposal ID	17
Panel	No Panel Assigned
PI	Michael Ducey (IRB Certifications) <a href="#">Sign Electronically</a>
PI Type	General Faculty , Professor - Faculty
Department	Chemistry
Chair Approval	Natalie Mikita - Not Yet Reviewed
Review Type	Expedited Review
Approval Status	Expedited Review Requested <a href="#">Withdraw Proposal from Review</a>
Submitted By	(7) Research on individual or group characteristics or behavior Michael Ducey
Proposed Start Date	08/01/2023
Proposed End Date	08/01/2024
Risk Level	Minimal Risk
Data Types Collected	Surveys/Questionnaire/Psychometric Testing
Consent Waived	Not Requested
Waiver of Documentation of Informed Consent	Not Requested
Number of Subjects	100

[➔ Application Sections](#)[Upload Docs](#)

Pre-Proposal Questionnaire 05/23/2023 Pre-Protocol Questionnaire.pdf

Provide a brief summary of the proposal:  
Here is my brief summary.

[Click here to start the protocol description](#)

Amendments

Adverse Events

Deviations

IRB

[IRB Admin](#)[IRB Setup](#)[IRB User Management](#)

## Application Sections

[View Proposal Page](#)

## 17. Example Proposal 2

PI: Michael Ducey

Check this box.

 [Expand All Sections](#)

» Personnel

» Purpose & Procedures **Required Questions Unanswered: 20**» Recruitment **Required Questions Unanswered: 5**» Data Collection, Protection, and Records Retention **Required Questions Unanswered: 5**» Risks & Benefits **Required Questions Unanswered: 7**» Costs, Reimbursement, Compensation and Recruitment Incentives **Required Questions Unanswered: 6**» Surveys/Questionnaires/Psychometric Testing **Required Questions Unanswered: 4**[View Proposal Page](#)



Info Page



Resources

## Example Proposal 2



**My Proposals**

**i** To submit a protocol for review, please complete all relevant application sections, attach your Informed Consent, and any other relevant documents. Protocols submitted with out an Informed Consent will be returned without review.



Student Proposals

**1 Signatures Missing**



Reviewer

**Required Questions Not Answered**



Chair Approval

**i** Required signatures missing. Submit button will be enabled after all required signatures are present.



IRB Certification

Tracking Status: Completed



Meetings

Proposal ID	17
Panel	No Panel Assigned
PI	Michael Ducey (IRB Certifications) <input type="button" value="Sign Electronically"/>
PI Type	General Faculty , Professor - Faculty
Department	Chemistry
Chair Approval	Natalie Mikita - Not Yet Reviewed
Review Type	Expedited Review
Approval Status	Expedited Review Requested <input type="button" value="Withdraw Proposal from Review"/>
	(7) Research on individual or group characteristics or behavior
Submitted By	Michael Ducey
Proposed Start Date	08/01/2023
Proposed End Date	08/01/2024
Risk Level	Minimal Risk
Data Types Collected	Surveys/Questionnaire/Psychometric Testing
Consent Waived	Not Requested
Waiver of Documentation of Informed Consent	Not Requested
Number of Subjects	100



IRB Members

**➔ Application Sections**

Provide a brief summary of the proposal:  
Here is my brief summary.

Upload all required documents.

- Informed Consent
- Questionnaires and Survey Tools



Info Page

- Edit
- Abstract
- Upload Docs
- Print / Zip

Messages (0) | Back



Resources

## Example Proposal 2



My Proposals

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Student Proposals

1 Signatures Missing



Reviewer

Required Questions Not Answered

Submit Proposal for Review

← 2. Submit for review



Chair Approval

**i** Required signatures missing. Submit button will be enabled after all required signatures are present.



IRB Certification

Tracking Status: Completed



Meetings

Proposal ID	17
Panel	No Panel Assigned
PI	Michael Ducey (IRB Certifications)
	<a href="#">Sign Electronically</a>
PI Type	General Faculty , Professor - Faculty
Department	Chemistry
Chair Approval	Natalie Mikita - Not Yet Reviewed
Review Type	Expedited Review
Approval Status	Expedited Review Requested <a href="#">Withdraw Proposal from Review</a>
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← 1. Sign Electronically



IRB Members

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[Upload Docs](#)

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- Amendments
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