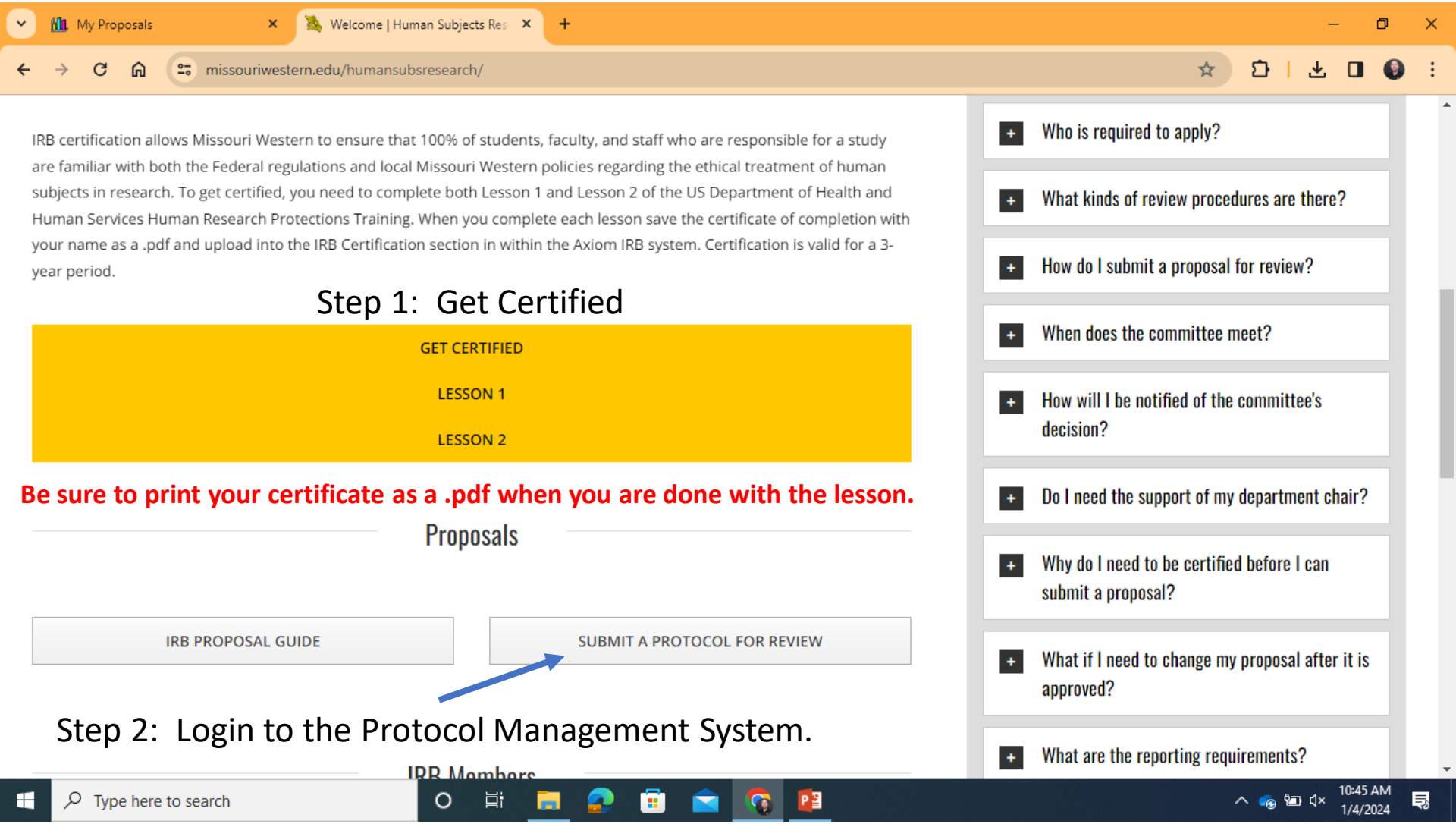
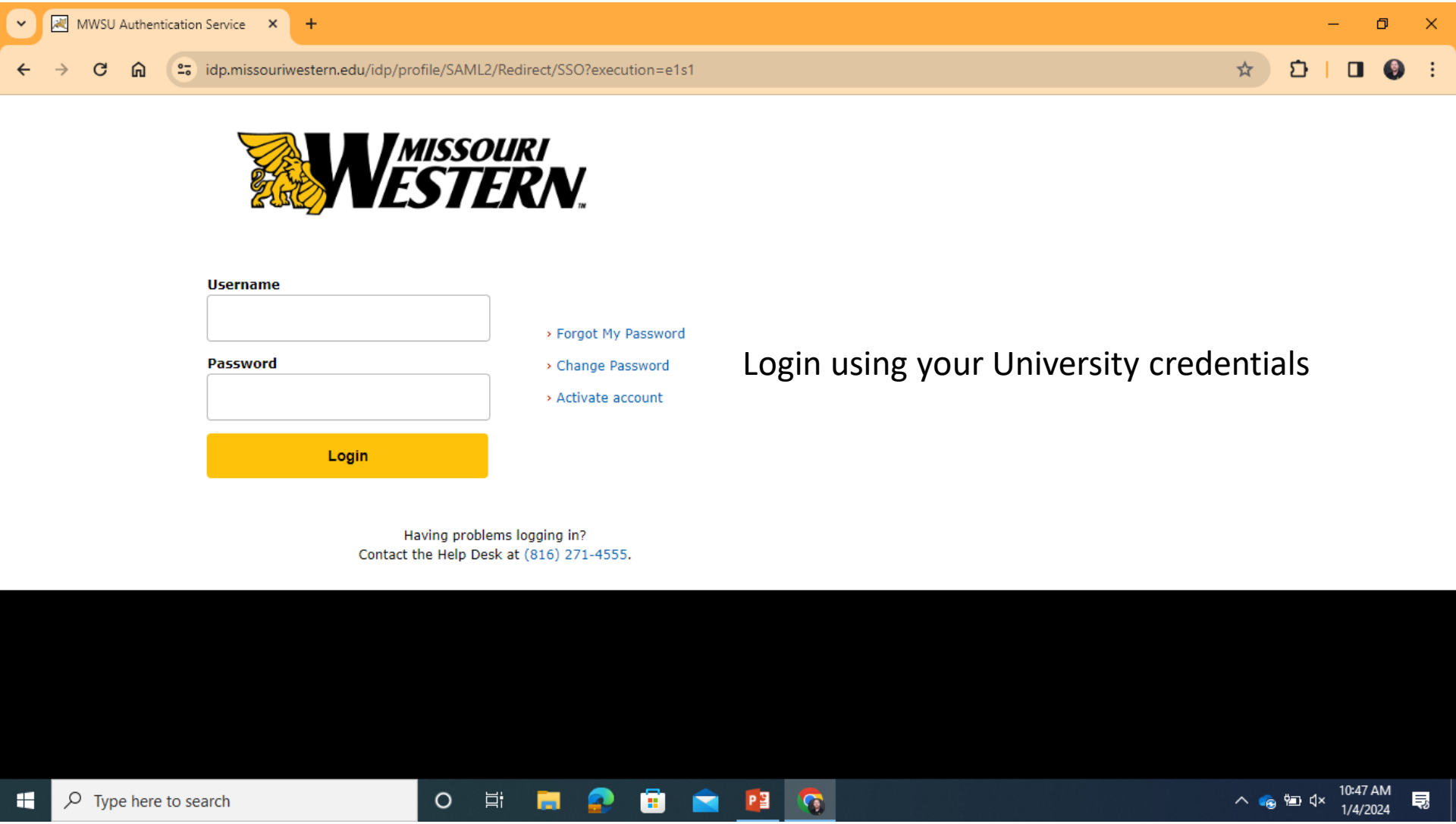
Start at https://www.missouriwestern.edu/humansubresearch





Login using your University credentials

shib.axiommentor.com/pages/irb/info.cfm

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Upload your certification documents.

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Edit Institutional Review Board Agenda

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.

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.

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

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

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.

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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IRB Certification

Click here and upload as .pdf

IRB Human Subjects Training Certification Upload

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

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shib.axiommentor.com/pages/irb/myprotocols.cfm

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Create New Proposal

Click here to begin a new proposal.

My Proposals

Next Meeting:

Deadline for Submission:

Clear search filters

IRB ID | Status: All | I am the PI

Submitted: All | 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	Revisions Required			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

Page 1 of 1 | First | Prev | Next | Last

Pre-Protocol Diagnostic Survey

Complete the Pre-Protocol Diagnostic Survey

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.

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

Options:
- ○ Yes
- ○ No

Does the research involve obtaining information about living individuals?

Options:
- ◉ Yes
- ○ No

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

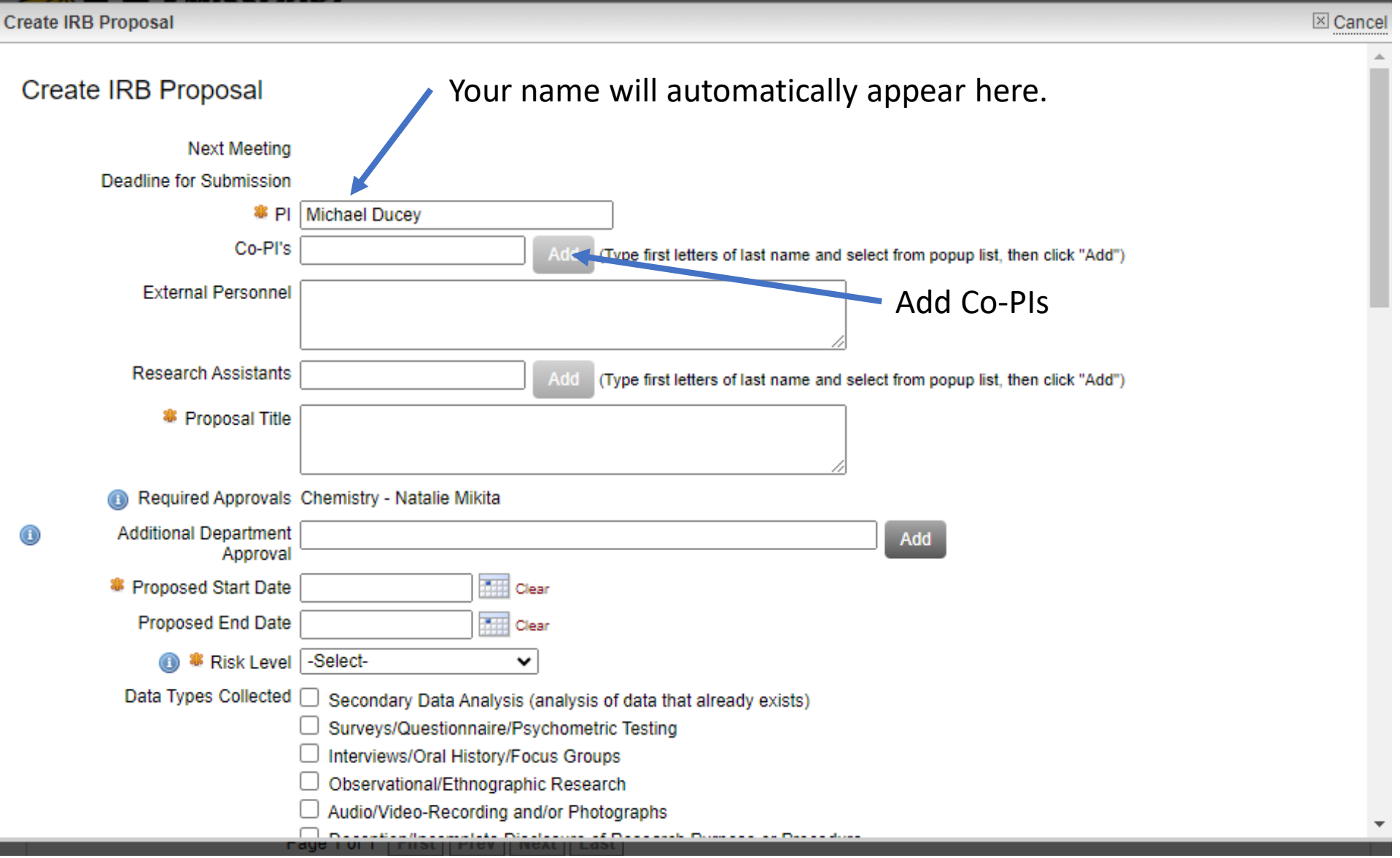
Options:
- ◉ Yes

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



Complete all applicable and required sections.

Create IRB Proposal

Cancel

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
- [x] (7) Research on individual or group characteristics or behavior

Waiver of Informed Consent: Not Requested

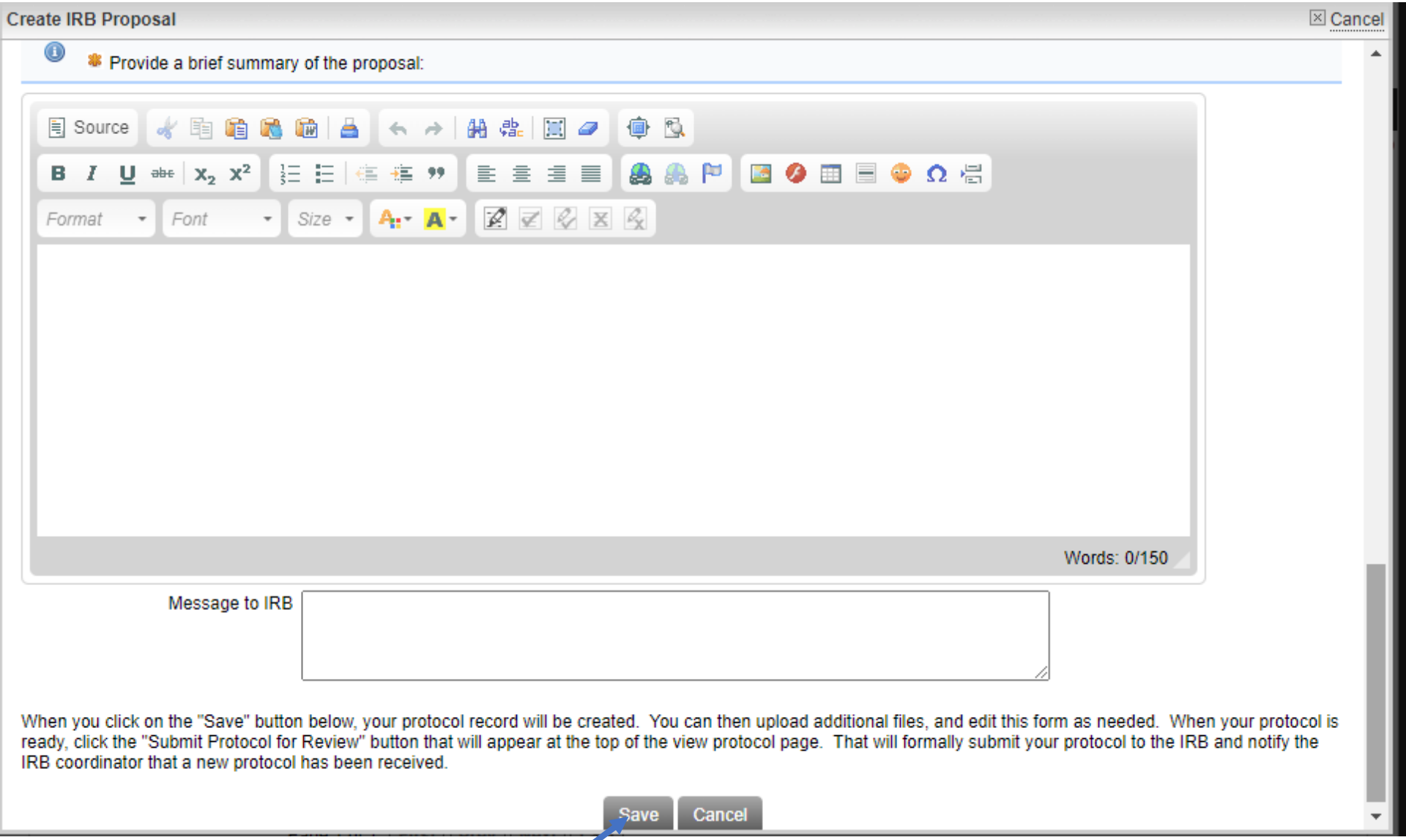
Waiver of Documentation of Informed Consent: Not Requested

HIPAA: -Select-

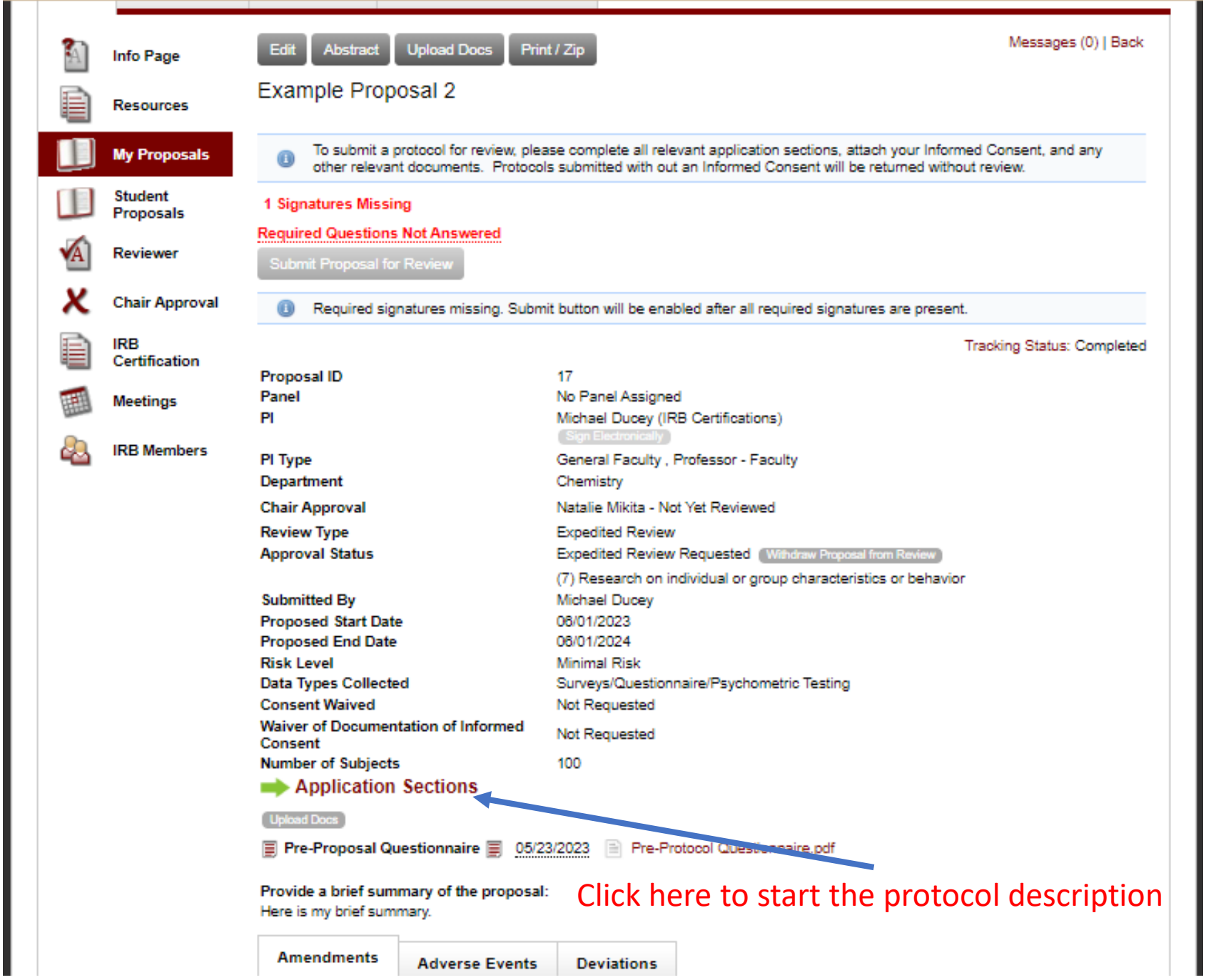
Vulnerable Subjects:

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

Number of Subjects



Save to move to next step.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Example Proposal 2
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.
1 Signatures Missing
Required Questions Not Answered
Submit Proposal for Review
Required signatures missing. Submit button will be enabled after all required signatures are present.
Tracking Status: Completed
Proposal ID 17
Panel No Panel Assigned
PI Michael Ducey (IRB Certifications)
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
Withdraw Proposal from Review
(7) Research on individual or group characteristics or behavior
Submitted By Michael Ducey
Proposed Start Date 06/01/2023
Proposed End Date 06/01/2024
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
Provide a brief summary of the proposal:
Here is my brief summary.
Amendments
Adverse Events
Deviations
Click here to start the protocol description

Application Sections

View Proposal Page

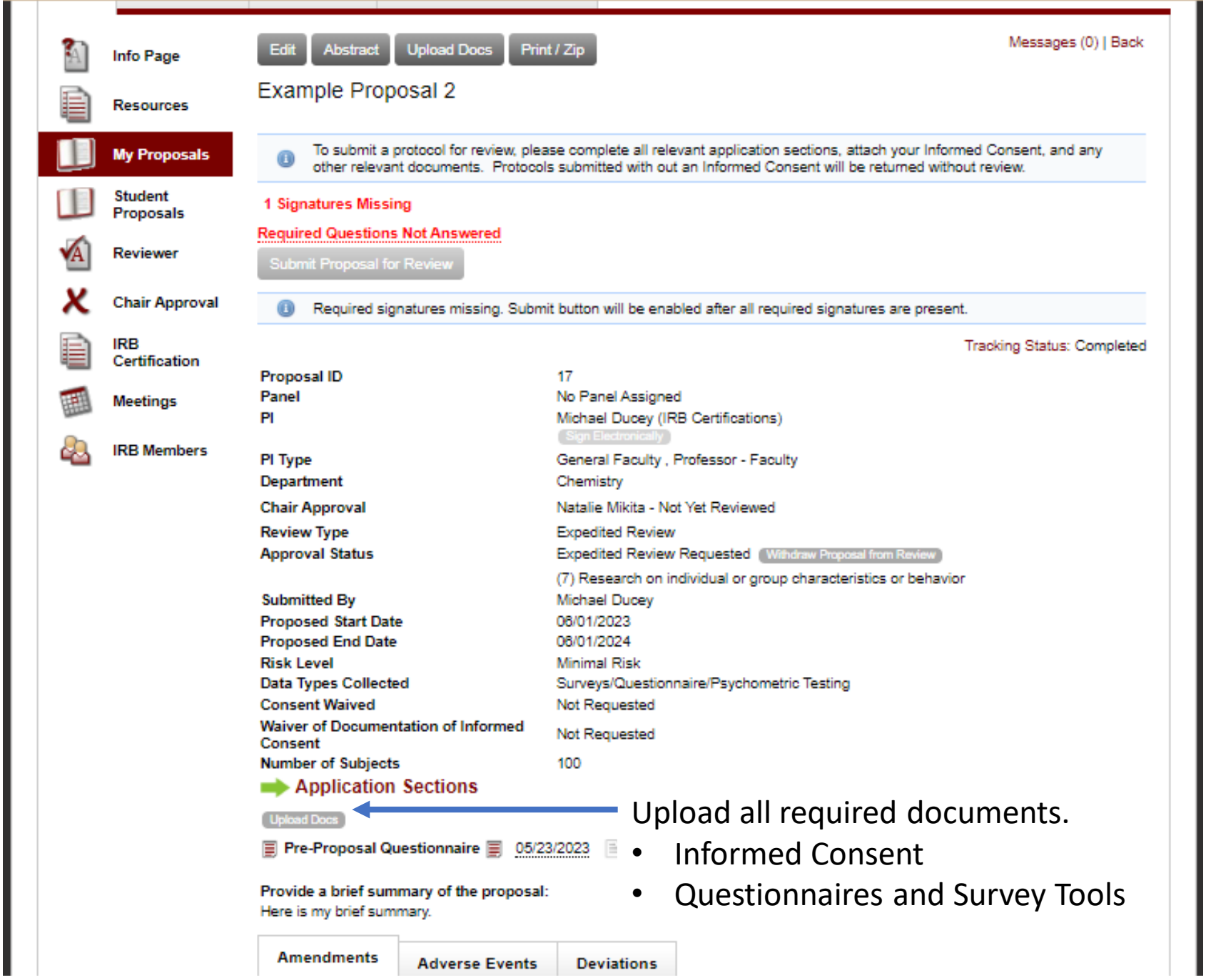
17. Example Proposal 2

PI: Michael Ducey

Check this box. → ☐ Expand All Sections

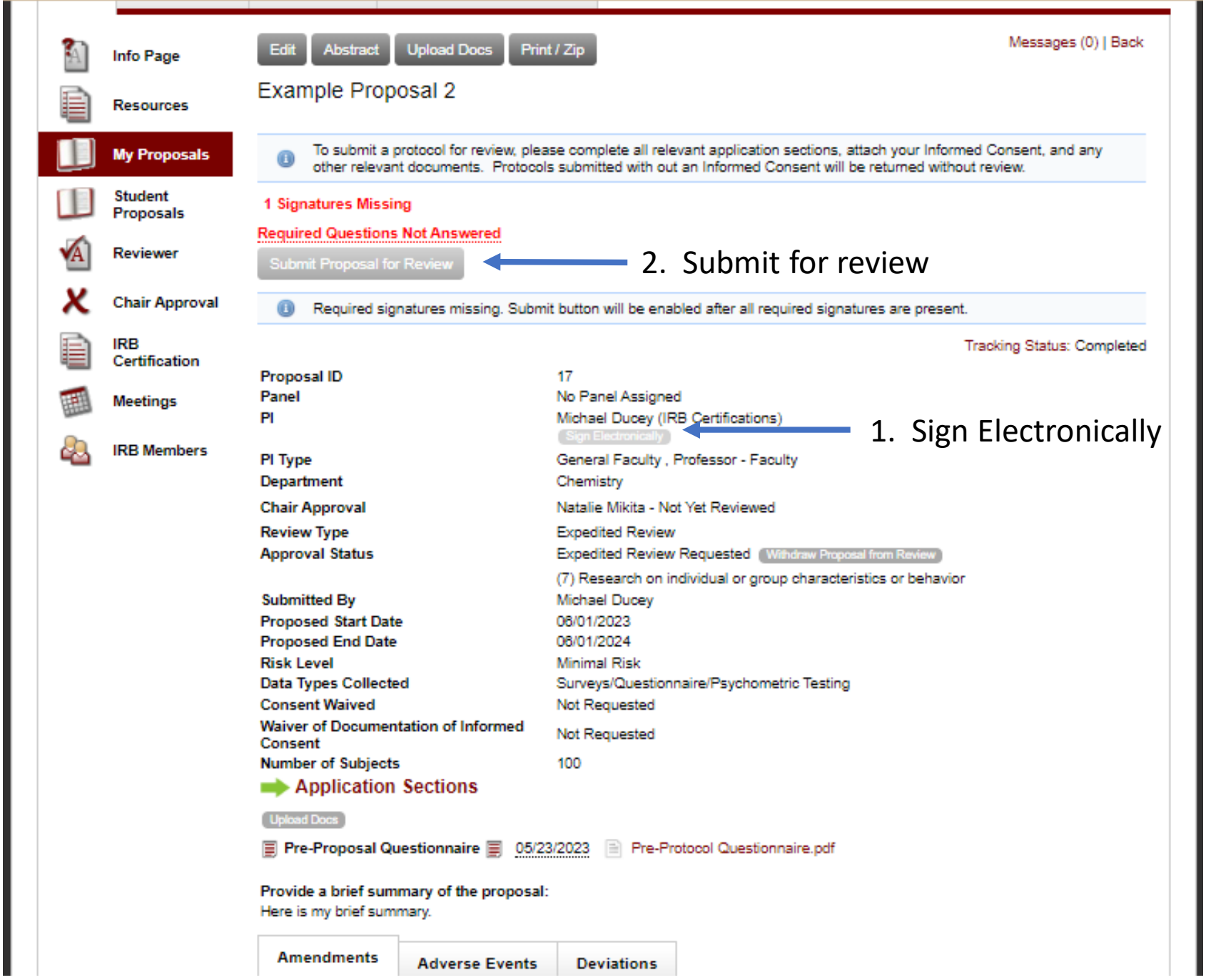
- Personnel
- Purpose & Procedures Required Questions Unanswered: 20
- Recruitment Required Questions Unanswered: 5
- Data Collection, Protection, and Records Retention Required Questions Unanswered: 5
- Risks & Benefits Required Questions Unanswered: 7
- Costs, Reimbursement, Compensation and Recruitment Incentives Required Questions Unanswered: 6
- Surveys/Questionnaires/Psychometric Testing Required Questions Unanswered: 4

View Proposal Page



Upload all required documents.

- Informed Consent
- Questionnaires and Survey Tools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1 Signatures Missing
Required Questions Not Answered
Submit Proposal for Review
2. Submit for review
Required signatures missing. Submit button will be enabled after all required signatures are present.
Tracking Status: Completed
Proposal ID 17
Panel No Panel Assigned
PI Michael Ducey (IRB Certifications)
Sign Electronically
1. 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
Withdraw Proposal from Review
(7) Research on individual or group characteristics or behavior
Submitted By Michael Ducey
Proposed Start Date 06/01/2023
Proposed End Date 06/01/2024
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.
Amendments
Adverse Events
Deviations