**Guidelines for Consent Participation   
(PSUT-IRBRESEARCH-P1)**

**To assist the Researcher in submitting study for approval.**

The Institutional Review Board (IRB) of Princess Sumaya University for Technology (PSUT) is a committee which reviews all submitted studies involving human participants. The PSUT IRB Committee is dedicated to ensuring that all studies including human participants follow rigorous ethical and safety guidelines. Upon submission of the proposal by the Researcher, the IRB will provide an approval or rejection of the study.

It is the responsibility of the Researcher to fulfill all guidelines set by the IRB. To assist the Research in submitting their study with the best chances of approval, the Researcher is advised to read all forms carefully. If there are any missing components, the researcher risks rejection of their study.

The Researcher is required to submit the following form electronically alongside scanned copies with signatures:

* [**Request for IRB Review**](https://drive.google.com/file/d/13p7LuZbvtubkNvVxyu2-DrQdDaWMSSrq/view?usp=sharing) ***(PSUT-IRBRESEARCH-A)***

Within the **Request for IRB Review form**, the following is requested from the Researcher:

* Researcher Information
* Project Information
* External Funding Information
* Status of Project
* Understanding and Consent Form
* Research Protocol Outline Checklist
  + Project Abstract
  + Informed Consent Materials
  + Cover letter to participants and/or parents and/or legal guardians
  + Questionnaire or survey
  + Relevant Grant Application(s)
  + Letter of support for concerned entity
* Description of Research
* Description of Research Benefits
* Description of Population Sample
* Inclusion of Vulnerable Populations
* Description of Data Collection Process
* Description of Research Risks
* Description of Informed Consent Process
* Any Applicable Additional Materials

The Researcher should review the following Guidelines before submission:

[**Guidelines for Recruiting Participants**](https://drive.google.com/file/d/1QIXcHAnjJebcuRF8JwNnWRqdNE5inUN4/view) ***(PSUT-IRBRESEARCH-G1)***

These guidelines provide a checklist of what is required of Researchers when seeking participants. Researchers must consider that all forms of recruitment **will** be reviewed by the IRB to begin the consent process and help avoid any risks in the future. Researchers are advised to avoid emphasizing payment or incentives of the study and/or overstating the benefits of the study.

[**Guidelines for Consent Participation**](https://drive.google.com/file/d/15Rr_9P2f2EuL7F2-_OeI2cy8QN5mvJPA/view?usp=sharing) ***(PSUT-IRBRESEARCH-G2)***

These guidelines provide a checklist of what information is required of Researchers to share with participants once the study has commenced. Researchers must note any compensation, risks, benefits, recordings, voluntary participation or withdrawal, and confidentiality processes. The signature of the participants, Researchers and/or legal guardians is **required**.

[**Guidelines for Parental Permission**](https://drive.google.com/file/d/1MsKaixuLRew_gykiq9sz44xr5n4rlPiO/view?usp=sharing) ***(PSUT-IRBRESEARCH-G3)***

These guidelines provide a checklist of what information is required of Researchers to share with participants once the study has commenced and is **only necessary if the study participants will include children**. The signature of the participants, Researchers and/or legal guardians is **required**. All copies that prove parenthood or legal guardianship **must** be kept and submitted for IRB review.

Researchers are advised to closely examine all Guidelines before submitting the **Request for IRB Review form**. If there are any missing components from any checklists, the Researcher runs the risk of **rejection**.

Once the **Request for IRB Review form** has been submitted, the IRB committee will approve or deny the study. A completed internal review form will be released to the Researchers with the decision. If approved, the study will be categorized as ***exempt from review*** or ***undergo expedited review***.

Studies exempt from review fall under the following categories:

* Research conducted in established or commonly accepted educational settings, involving normal educational practices;
* Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior;
* Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens;
* Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs; or
* Taste and food quality evaluation and consumer acceptance studies.

Studies that will undergo expedited review fall under the following categories:

* Clinical studies of drugs and medical devices only when cleared/approved for marketing and the medical use;
* Collection of blood samples;
* Prospective collection of biological specimens for research purposes by noninvasive means;
* Collection of data through noninvasive procedures;
* Research involving materials that have been collected or will be collected solely for non-research purposes;
* Collection of data from voice, video, digital, or image recordings made for research purposes; or
* Research on individual or group characteristics or behavior.

The PSUT IRB committee thanks all Researchers for their care in submission and looks forward to thoroughly review all submissions.

If Researchers are in need of any further assistance, or have any further questions, then they are welcome to contact the following emails and phone numbers: