1. **Is the committee an IRB (Institutional Review Board)?** The committee functions as an IRB (Institutional Review Board) since it examines research proposals involving human subjects. On special occasions it examines research proposals involving non-human subjects, so the committee name reflects the fact that it covers human and non-human subjects.
2. **What forms are required for a submission?** The forms listed below are required for a proposal to be considered. The committee website has links to the forms.
	1. Submission Form (Use the appropriate form if you are a faculty member, graduate student, or undergraduate.)
	2. Participant Information Form
	3. Consent to Participate Form – You may utilize your own form OR work from the samples provided at [www.sckans.edu/research](http://www.sckans.edu/research). Only submit the form you plan on utilizing. In all cases a separate form is needed for minors.
	4. Debriefing Statement - You may utilize your own form OR work from the samples provided at [www.sckans.edu/research](http://www.sckans.edu/research). Only submit the form you plan on utilizing. In all cases a separate form is needed for minors.

Copies of the materials that the subjects will use are also required.

1. **How do I get started on a proposal?** Sample forms are [available](http://www.sckans.edu/research) along with a ‘how to’ guide to explain some of the terminology.
2. **How do I know if I need to submit a proposal?** If you are using human or non-human subjects as part of a research project you will generally need approval of the committee. There are exemptions in certain cases though. If you are not sure contact your instructor, faculty mentor, or the committee chair.
3. **How long before I find out about a proposal?** The committee cannot guarantee a specific turnaround time, but you will generally hear something within two weeks. If it goes past that time feel free to contact the committee chair for a status report. Please leave time for revisions and do not schedule events regarding the proposal until you have approval. **No data collection can occur without committee approval.**
4. **Are electronic submissions okay?** Electronic submissions are preferred and you can send all materials in one file. The format can be pdf or MS Word. If the proposal is part of a class, have your instructor forward the materials to the committee chair.
5. **Who is the chair of the committee?** The committee chair rotates and is listed on the research website.