

**READ this document to begin planning your student project.
Next complete the Decision Checklist as Step One of the review process.**

**Texas Christian University
Harris College of Nursing and Health Sciences (HCNHS)
Student Project Application Process**

Note: The Decision Review Board (DRB) is the department review board for all nursing programs. An DRB member will review all projects as a first step in the full review process.

As a student in HCNHS, you are required to obtain approval for your project. The approval process is accomplished through the Decision Review Board (DRB), then Dr. Lund, Interim Associate Dean of Research-Harris College, and forwarded to the TCU Institutional Review Board (IRB), if necessary. The review process is thorough and at a MINIMUM requires a 30 Day review time for COMPLETE application documents. Incomplete application documentation or content requiring clarification by the NRB will require additional review time. Note: Written approval is required prior to starting any work on your project.

The required forms and instructions for the approval application process are located on the Harris College Research WebPage at <http://www.harrisresearch.edu>

Step One:

The approval process begins with the completion of the document titled **Human Subjects versus Non-Human Subjects Decision Checklist** to determine if your project involves Human Subjects Research. Complete this document with input from your project faculty advisor.

After completion of the decision checklist, carefully follow the steps outlined below to avoid delays in your project approval process.

Next Steps:

(Based on the decision from the checklist above, choose the correct option below to continue with your work.)

Option: NON-HUMAN SUBJECT PROJECT

(This means you answered “true” to all questions on the decision checklist and have your Project Advisors signature to verify accuracy of answers.)

1. Complete the Participant Safeguards Training Certificate (CITI or NIH-obtained within the previous five years.)
2. Complete the Non-Human Subjects Project Application form.
3. Submit the application form AND the Decision Checklist to your Project Faculty Advisor for a final review and signature.
4. When the above documents are approved by your Project Faculty Advisor as indicated with his/her signature (with a checked box), submit them in the listed order AS ONE PDF FILE to the designated DRB member. In the subject heading of your email submission, please include your first name initial, full last name, date and department. For example: J Smith-Sept 2013-Nurse Anesthesia.

Required documents listed in order:

- a. Human Subjects versus **Non-Human Subject Decision Checklist**
- b. **Non-Human Subjects Project Application Form**
- c. Your Participant Safeguards Training Certificate (**CITI or NIH**)

Designated DRB member to receive your PDF file:

KINE Student, Dr. Phil Esposito at p.esposito@tcu.edu
SOWO Student, Dr. Harriet Cohen at h.cohen@tcu.edu
COSD Student, Dr. Danielle Brimo at danielle.brimo@tcu.edu

Option: HUMAN SUBJECT RESEARCH project
(This means you answered “false” to any questions on the decision checklist and your project faculty advisor agrees with you.)

Note: According to 45 CFR 46.102(d) research is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” (United States Department of Health and Human Subjects. Code of Federal Regulations. Available online at: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>)

1. Complete the Participant Safeguards Training Certificate (CITI or NIH obtained within the previous five years.)
2. Complete the TCU Departmental Protocol Review document (student version).
Please note that all project supporting materials are required to complete this document. These materials include the consent document, recruitment flyers, brochures, instructional modules outline etc. See the listing/checklist within the document.
3. Submit the above documents to your Project Faculty Advisor for final review and signature.
4. When the application documents are approved by your Project Faculty Advisor, submit them in the listed order AS ONE PDF FILE to the designated NRB member. In the subject line of your email submission, please, include your first name initial, full last name, date, and department. For example: J Smith-October 2013-MSN/CNS

Required documents listed in order:

- a. Human versus Non-Human Subjects **Decision Checklist**
- b. TCU **Departmental Protocol Review** document (student version).
- c. Your Participant Safeguards **Training Certificate** (NIH or CITI)
- d. The Participant Safeguards **Training Certificate for each listed faculty advisor** (NIH or CITI)

Designated DRB member to receive your PDF file

KINE Student, Dr. Phil Esposito at p.esposito@tcu.edu
SOWO Student, Dr. Harriet Cohen at h.cohen@tcu.edu
COSD Student, Dr. Danielle Brimo at danielle.brimo@tcu.edu

Note to all students:

If, after 30 days, you have not received information from the designated DRB member about the approval status of your project, please, contact your Faculty Project Advisor for an update.