

## Institutional Review Board Montana Tech of the University of Montana

### **Background:**

Institutional Review Board (IRB) review and approval is required by US federal regulation and University of Montana policy for all research involving human subjects. Montana Tech does not have its own IRB because it does not have the volume of such research. Rather, we utilize the University of Montana IRB with a Montana Tech faculty member serving on the UM IRB. All Montana Tech IRB proposals are received and reviewed by our member of the UM IRB. Our IRB representative at Montana Tech is:

**Scott Risser**

Department of Liberal Studies

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### **Institutional Review Board Application Process:**

- A. If you are contemplating research which may fall under the guidelines of the IRB process, please contact the Montana Tech IRB representative. He will be able to provide help and guidance in following the steps outlined below.
- B. The prospective researcher has the responsibility of obtaining approval from the IRB **before** beginning any research involving human subjects. Form RA-108 has to be filled out. This form can be obtained from the University of Montana website at <http://www.umt.edu/research/compliance/IRB/default.php>.
- C. The prospective researcher and all team members (including faculty supervisor) are required to complete an online tutorial on the Protection of Human Subjects, which is also found on the [University of Montana IRB website](#). There are three different course options; only one of them needs to be completed based on individual preference. The third option, for example, takes approximately 1 - 2 hours to complete. There is a short quiz at the end of each section which needs to be successfully completed before the certificate of completion can be printed out.
- D. There are several resources on the IRB website that can help with the completion of the IRB application. There are sample consent forms that can be modified to fit the type of research being done. There is also a reference for testing the reading level of the consent form or any educational materials formulated in relation to the research being conducted.
- E. Once the form RA-108 is completed, with all the necessary required attachments such as consent forms, subject recruitment fliers, etc., it should be emailed to the IRB Representative at Montana Tech for the initial, preliminary review. ***The University of Montana IRB will not accept IRB applications that did not undergo the preliminary review at Montana Tech.***
- F. IRB applications containing errors, deficiencies, or incomplete information may be returned for corrections.
- G. Once the IRB representative has completed the initial review of the proposal and deemed it complete, a determination will be issued by email. Non-exempt proposals will be sent electronically to the University of Montana IRB and the researcher will be notified.
- H. The University of Montana IRB will contact the researcher directly if they need further information and will copy in the IRB representative at Montana Tech with the final decision.

**Questions? Please contact Scott Risser at 496-4845 or email [srisser@mtech.edu](mailto:srisser@mtech.edu).**