



SOP Title	(IRB) Faculty/Staff Advisor – Instructions for Protocol Review				
Date Last Revised	06/15/2017	Date Created	06/15/2017	Revision #	
SOP Number	16	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher		<input type="checkbox"/> Institutional
Subgroup	<input type="checkbox"/> NKU Compliance	<input checked="" type="checkbox"/> IRB	<input type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 Purpose

The purpose of this SOP is to describe the process for faculty/staff advisors to review and approve or disapprove a human subjects research project for submittal to the IRB.

2.0 General Information and Scope

This SOP applies to all faculty/staff advisors to human subjects research projects. As faculty/staff co-PI, you have responsibility to ensure that the research protocol is carried out by the student according to the protocol and to ensure that the rights and welfare of the human subjects involved are protected.

3.0 Procedures

3.1 Accessing Mentor IRB

1. Go to the [Mentor website](#)
2. Institution ID = NKU
3. Use your NKU ID (NKU email username) and NKU password to log in.

3.2 Accessing a student-submitted protocol for which you are the advisor

The student will submit their protocol through the Mentor IRB system and list you as a faculty member. You will receive an email titled “Inform Faculty/ Staff of Student Protocol”. There are two ways that you can access protocols for which are the advisor:

1. Email Link - You will receive an email titled “Inform Faculty/ Staff of Student Protocol”. Within the email is a link directly to the protocol page.
2. Through Mentor IRB:
 - Log into Mentor IRB
 - Click the “IRB” tab in the top menu bar
 - Click the “Student Protocols” link in the left hand column
 All protocol for which you are the faculty advisor will be found here.

3.3 How to review a student-submitted protocol

The protocol will open to the “View Protocol” page. This page contains the basic study information (title, dates, participant age, etc.). At the bottom of the page you will see a red “Application Sections” live link.

- Click on “Application Sections” or you can click “Print/Zip” if you would like to download the entire application for review.
- If you click “Applications Sections, you will see all sections completed by the student PI. After reviewing each section:
- Click “View Protocol Page”
- Click “Faculty Advisor Action”
- Select either “Not Yet Accepted”, “Accepted”, or “Rejected”
 - If “Accepted” is selected, the student will receive a notification that it you have accepted and the protocol will start the IRB review/approval cycle automatically
 - If “Rejected” is selected”, a memo to the IRB Chair will populate. Include an explanation for the rejection within the memo. This memo will also be sent to the student.

- Click “Send”

4.0 References

5.0 Forms or Attachments

6.0 Definitions

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/16/2017	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>