



SOP Title	(IRB) Faculty/Staff Advisor – Instructions for Protocol Review				
Date Last Revised	08/01/2024	Date Created	06/15/2017	Revision #	1.2
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 the 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. The 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 you 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. All protocols for which you are the faculty advisor will be found here.
  - a. Log into Mentor IRB.
  - b. Select “IRB” from the drop down.
  - c. Click the “Student Protocols” link in the left-hand column.

### 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.).

1. Click on “Application Sections” or you can click the three dots in “More” then “Print/Zip” if you would like to download the entire application for review.

2. If you click “Applications Sections”, you will see all sections completed by the student PI. Review each section.
3. Then click “View Protocol Page”.
4. Click “Faculty Advisor Action”.
5. Select either “Not Yet Accepted”, “Accepted” or “Rejected”.
  - a. If “Not Yet Accepted” is selected, the protocol will remain in its current state.
  - b. If “Faculty Advisor Revisions Required” is selected, a memo for the student will populate. Within the memo, describe the required revisions.
  - c. If “Accepted” is selected, the student will receive a notification that you have accepted and the protocol will start the IRB review/approval cycle automatically.
  - d. 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.
6. Click “Send”.

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Approvals

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

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Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/24/2020	<input type="checkbox"/>	Formatting approved by A. Southwick
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	08/01/2024	<input type="checkbox"/>	Updates for the new Mentor UI approved by A. Southwick
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	