Pepperdine University Graduate School of Education and Psychology

PSYCHOLOGY PRE-IRB METHODS REVIEW

Cary Mitchell Ph.D., Chairperson

Psychology graduate students at GSEP are required to submit their IRB proposals to the Pre-IRB Methods Review Committee prior to submission to the GPS IRB. The purpose of this step is to assist researchers by reviewing the methods and procedures of their proposed research projects. Our experience has been that a pre-IRB method review speeds up the process by helping ensure that the IRB can keep its focus on issues related to the protection of human subjects. Please note the information listed below.

1. All **Full Review** and **Expedited Review** IRB applications from GSEP psychology students must be cleared by the Pre-IRB Methods Review Committee before they can be submitted to the GPS IRB.
2. **Exempt** research applications can be submitted directly to the GPS IRB Manager. **Exempt** applications do **not** require clearance by the methods review committee.
3. The first step is to complete the Pepperdine IRB application and attach all supporting documents as indicated by the GPS IRB guidelines. The applications should be carefully prepared, with the close involvement of the student's faculty supervisor. Both the student and the faculty supervisor must sign the IRB application. **Rough drafts or partially completed applications will not be reviewed.**
4. The Pre-IRB Methods Review Committee will review applications on a continuous basis. O**ne copy** of the application and supporting documents should be submitted.
5. Applications ready for pre-IRB methods review may be sent directly to: **Dr. Cary Mitchell, Graduate School of Education and Psychology, 16830 Ventura Blvd. Encino, CA 91436.** The committee will make every effort to provide written feedback within two weeks from the time an application is received. Students and faculty should note that proposals submitted during critical times of the year, such as finals week and holidays, may require additional time for processing. Students should plan ahead regarding the GPS IRB schedule. In other words, be sure to allow plenty of time to address any feedback you may receive from the methods review committee.
6. One or two committee members will ordinarily review proposals submitted to the method review committee.
7. There are three possible outcomes for any proposal reviewed by our committee:
    a. **Cleared for submission to the GPS IRB**- these are proposals that are deemed to be free of any significant concerns regarding methods and procedures and therefore they are ready for submission to the GPS IRB.
    b. **Cleared with recommendations**- these are proposals that are free of significant methodological concerns, though recommendations and suggestions for methods-related changes have been made; they are cleared for submission to the GPS IRB, but students are required to confer with their chairpersons or faculty supervisors and develop a strategy for responding to the committee's feedback; re-submission of such proposals to the method review committee is optional.
    c. **Revise and resubmit**- these are proposals that are **not** cleared for submission to the GPS IRB; significant concerns regarding methods or procedures have been identified; the student needs to attend to the feedback and resubmit the proposal to the method review committee.
8. The main focus of the pre-IRB method review is to ensure that the proposed research methods are clearly described, reasonable, scientifically sound, and appropriate. At

times, this review may also touch on ethics and protection of human subjects issues, though it is not the intent or the desire of the committee to duplicate the work of the GPS IRB.

9. Clearance by the Pre-IRB Method Review Committee cannot be viewed as a guarantee of approval by the GPS IRB.

If you have questions or need more information, please feel free to email Cary Mitchell, at cary.mitchell@pepperdine.edu or (818) 501-1641. The GPS IRB Manager can be contacted at gpsirb@pepperdine.edu or at (310) 568-5753.