

How To IRB

BA Sociology Thesis Sequence

The IRB (Institutional Review Board) is the organization that oversees research ethics at a university. If your research involves human subjects, you need to complete an IRB application. A Human Subject is defined as “a living individual about whom an investigator obtains (1) data through intervention or interaction with an individual or (2) obtains identifiable information.”

You only need to seek IRB approval if you plan to publish your research in a peer-reviewed academic journal. We note that very few students take this path with their thesis, but if you would like to pursue this option, you should gain IRB approval before data collection.

Here we outline the steps to take to complete an IRB application:

1. **Email Director of Undergraduate Studies:** Inform Director of Undergraduate Studies Marco Garrido (garrido@uchicago.edu) that you are planning to apply for IRB approval for your BA thesis. You will list Prof. Garrido as the Principal Investigator (PI) for the project for IRB purposes. Let him know to expect an email from the IRB containing a link where they can approve the application.
2. **Complete CITI Training program.**
 - a. Go to <http://www.citiprogram.org> and click on the button labeled “Register.”
 - b. Enter University of Chicago (SSO) as your institution, check boxes to agree to the terms, and log in. You will then be prompted to login using your CNet ID.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

University of Chicago (SSO)

University of Chicago only allows the use of Single Sign On (SSO) for CITI Program access.

Single Sign On (SSO) requires a username and password issued by University of Chicago.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

- c. Once logged in, select “Add a Course.” You will be asked a series of questions about which course(s) you want to register for—select “**Social and Behavioral Sciences IRB Human Subjects Protection Training Course**” in the applicable question.
- d. This course takes about 1-3 hours to complete and does not need to be finished in one sitting.

3. **Gather/brainstorm the information you will need to complete the IRB application.**

These may include:

- a. Interview guides
- b. A clear description of the population you intend to study and the proposed number of respondents.
- c. Recruitment strategy (e.g. snowball sampling, random sampling) and materials (e.g. flyers, script)
- d. Risk assessment (does study pose any risks to participants?) and a description of how you plan to mitigate risks for participants (use of pseudonyms, storing data on secure servers like box, etc.)
- e. Informed consent documents - templates can be found here: <https://sbsirb.uchicago.edu/templates/>

4. **Begin a new IRB application:**

- a. Access the Online Application: <https://aura.uchicago.edu/>
- b. Click the IRB link (see below)

AURA Module Logins



AURA Grants allows researchers to create a proposal in response to a funding opportunity announcement (FOA), route it for approvals, and submit it electronically to the sponsor.



AURA Agreements allows faculty to submit research related agreements (contracts) for institutional review, and track through the approval process.



AURA IRB (Institutional Review Board) allows researchers to create a protocol for the use of human subjects in research and submit it to the IRB for review.



AURA COI-COC (Conflict of Interest-Conflict of Commitment) allows faculty, as well as other academic appointments, to file their annual disclosure.



AURA IBC (Institutional Biosafety Committee) allows researchers to create a protocol for the use of biohazardous materials in research and submit it to the IBC for review.

- c. Click the "Create Study" button

- d. Follow the prompts to complete your application. Use the Student IRB Example Application documents on Canvas under Files / Resources / IRB Resources as a guide.
- e. When complete, submit!
- f. You will receive an email from IRB when they have finished evaluating your proposal.