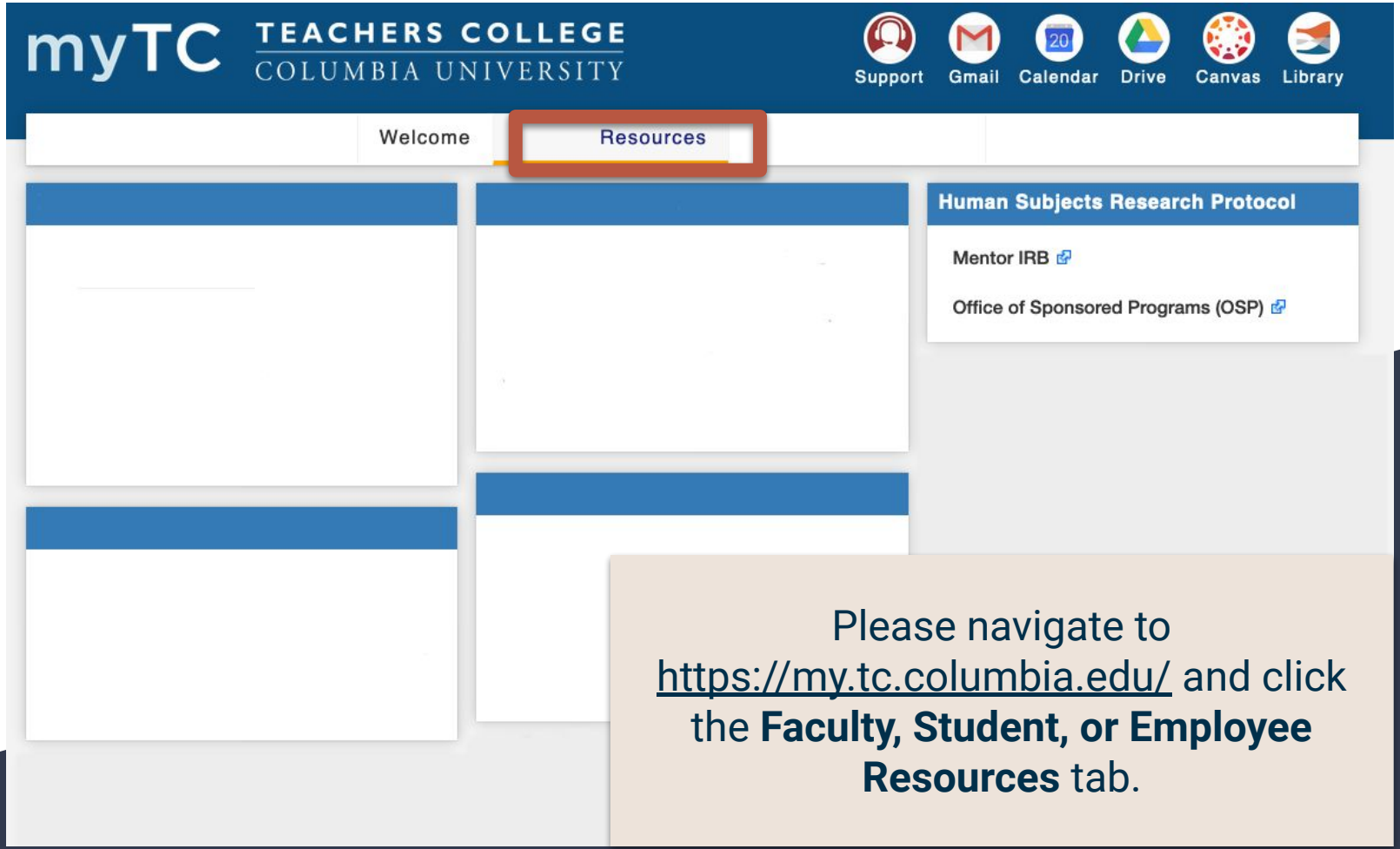
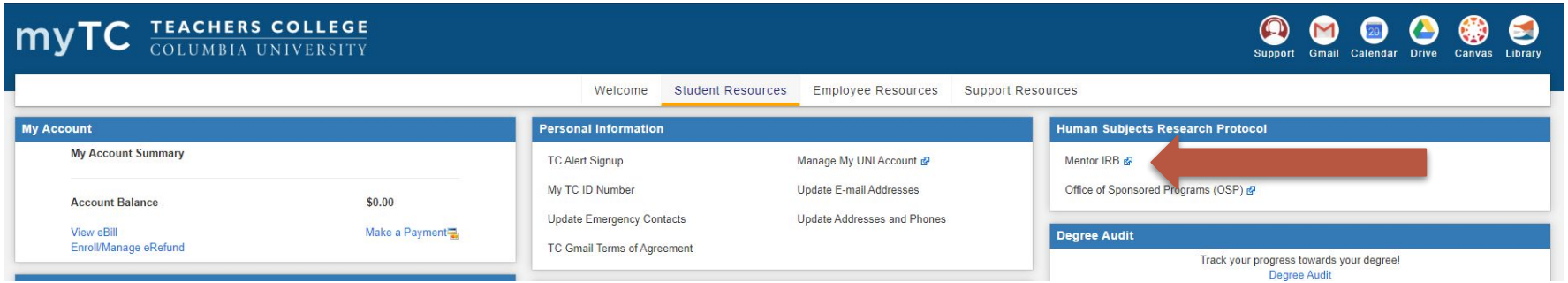
# How to Submit a New Protocol using TC Mentor Institutional Review Board

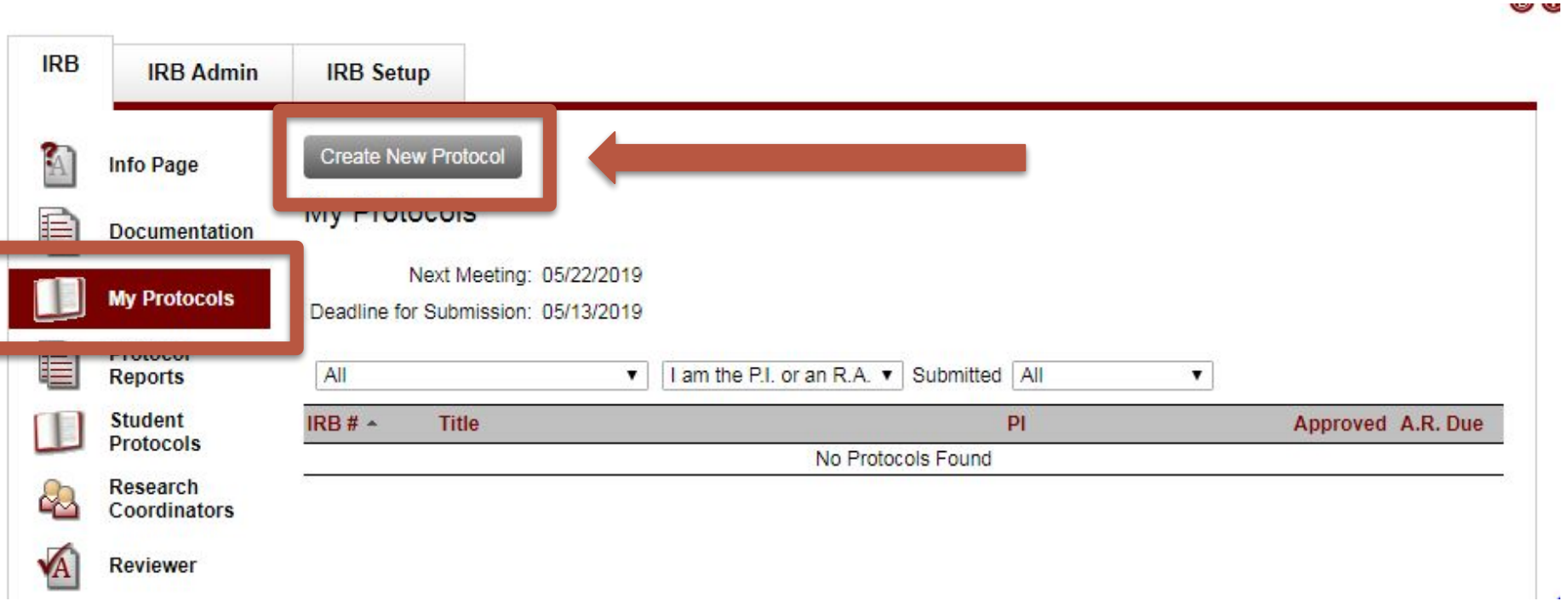
Teachers College, Columbia University


myTC
TEACHERS COLLEGE
COLUMBIA UNIVERSITY
Support
Gmail
Calendar
Drive
Canvas
Library
Welcome
Resources
Human Subjects Research Protocol
Mentor IRB
Office of Sponsored Programs (OSP)
Please navigate to https://my.tc.columbia.edu/ and click the **Faculty, Student, or Employee Resources** tab.

Navigate to the **Mentor IRB** button on the right hand side of the screen. Mentor IRB should open in a new page.

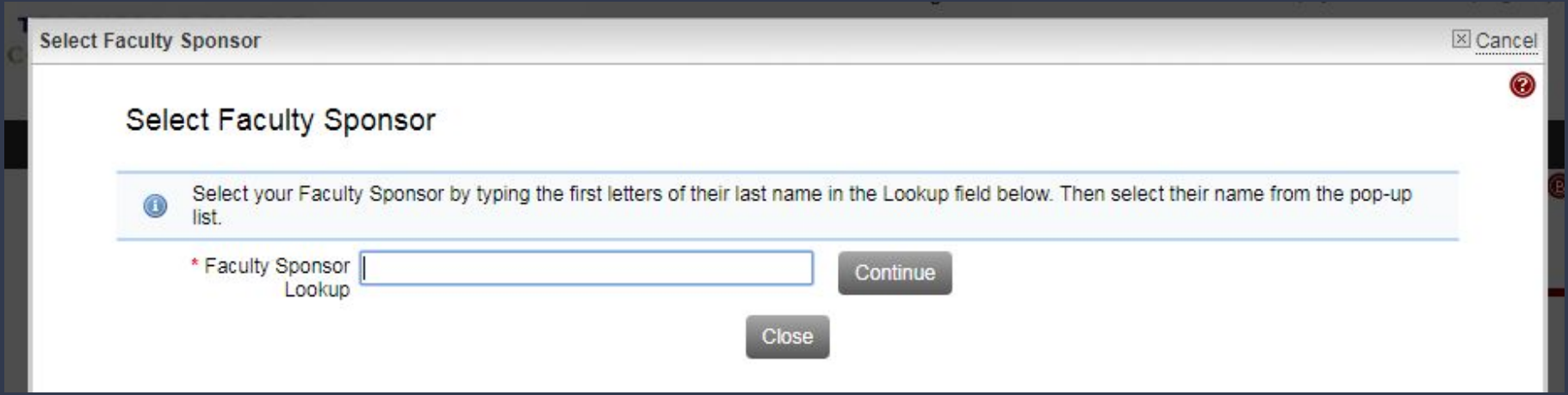


To submit a new protocol, click on the My Protocols sidebar on the left navigation menu on the IRB tab. Then click the “Create New Protocol” button:



**If you are a student, search for your Faculty Sponsor by **Last Name**

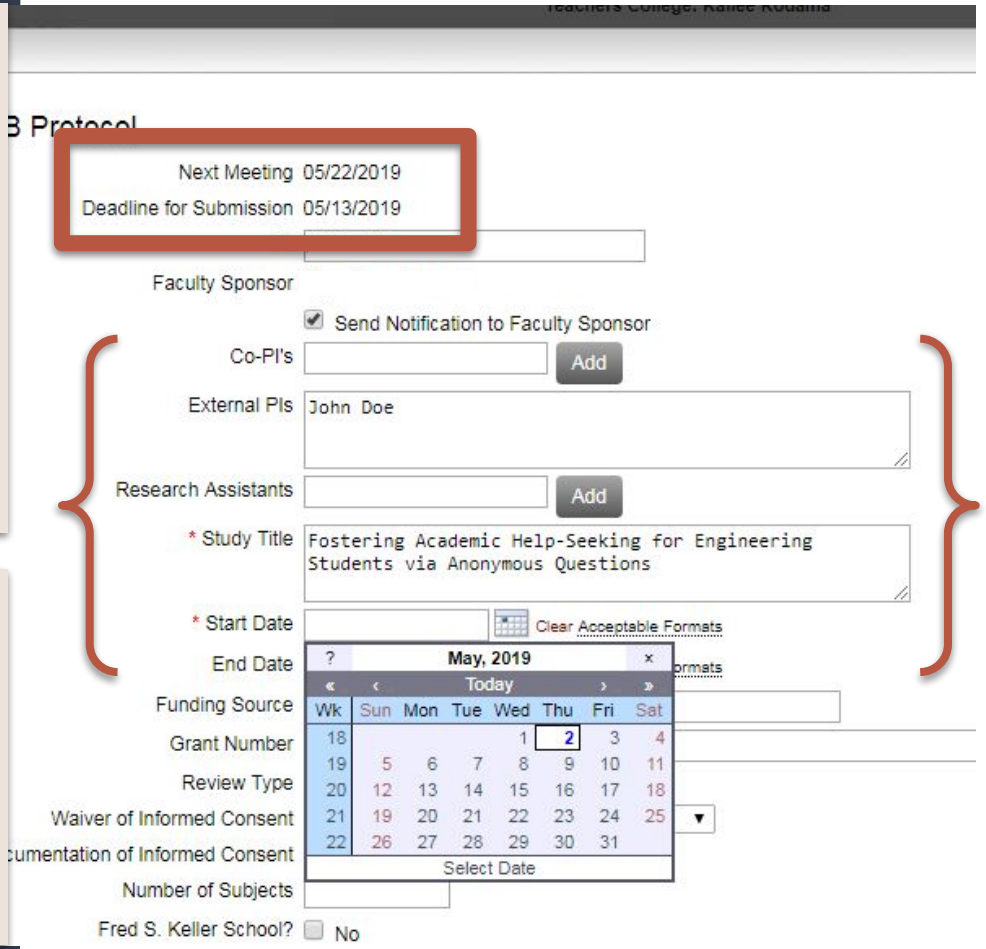
As a student researcher, you should already have secured a Faculty Sponsor to support you in your research efforts. Prior to submitting your IRB protocol, the Faculty Sponsor will guide you in the drafting of any documents to be uploaded into Mentor IRB. After you save your protocol in Mentor, your Faculty Sponsor will automatically receive an email notice requesting they accept their Faculty Sponsorship role in Mentor. Please clearly communicate with your Faculty Sponsor about this process.

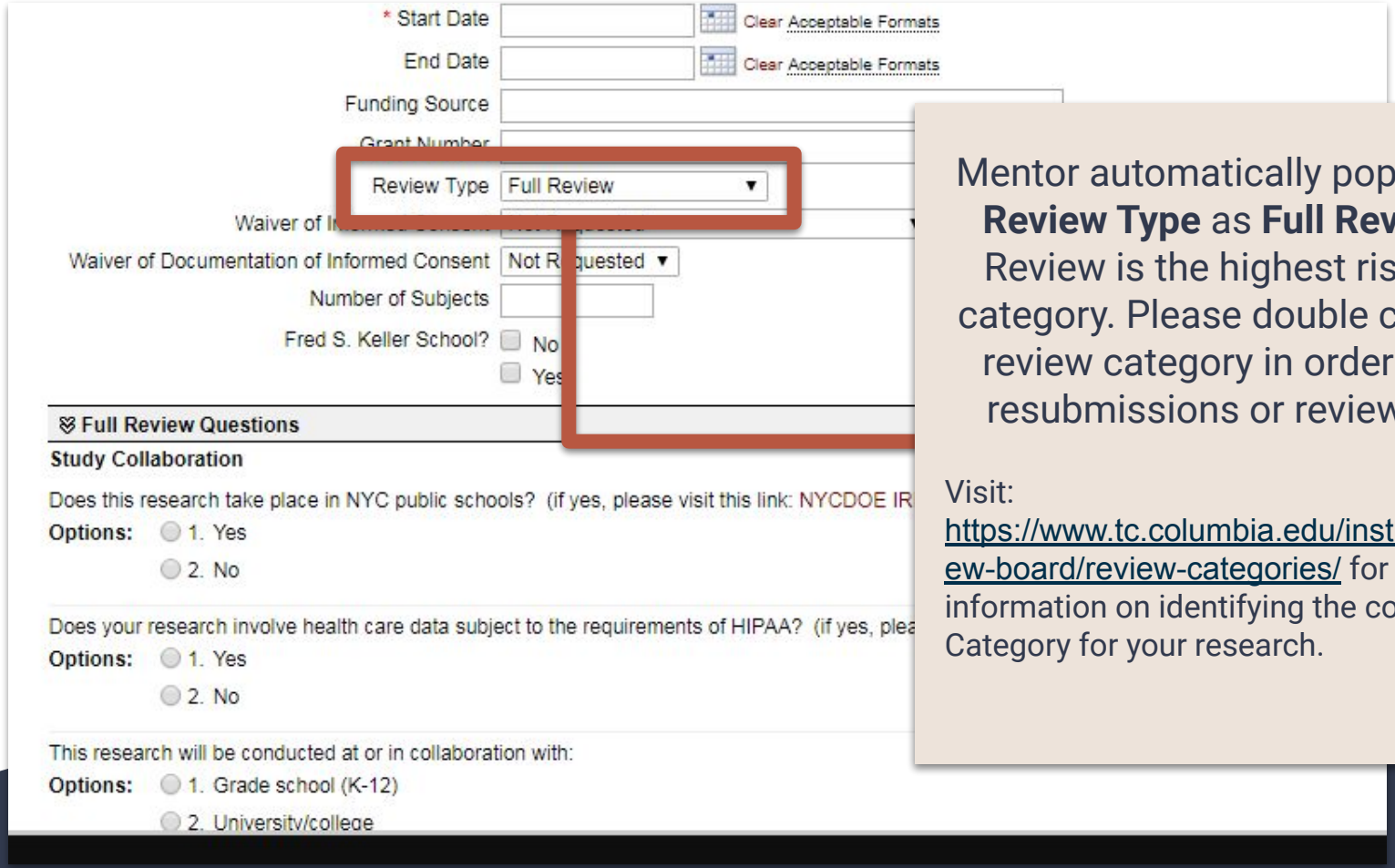


**Next Meeting** indicates the next time the Full Board will convene. Any protocols that fall within the Full Review category must be submitted by the **Deadline for Submission** in order to be reviewed at the next full board meeting. Full Board submission deadlines are also posted on TC IRB's website.

Expedited and Exempt categories are reviewed on a first-come-first-served basis.

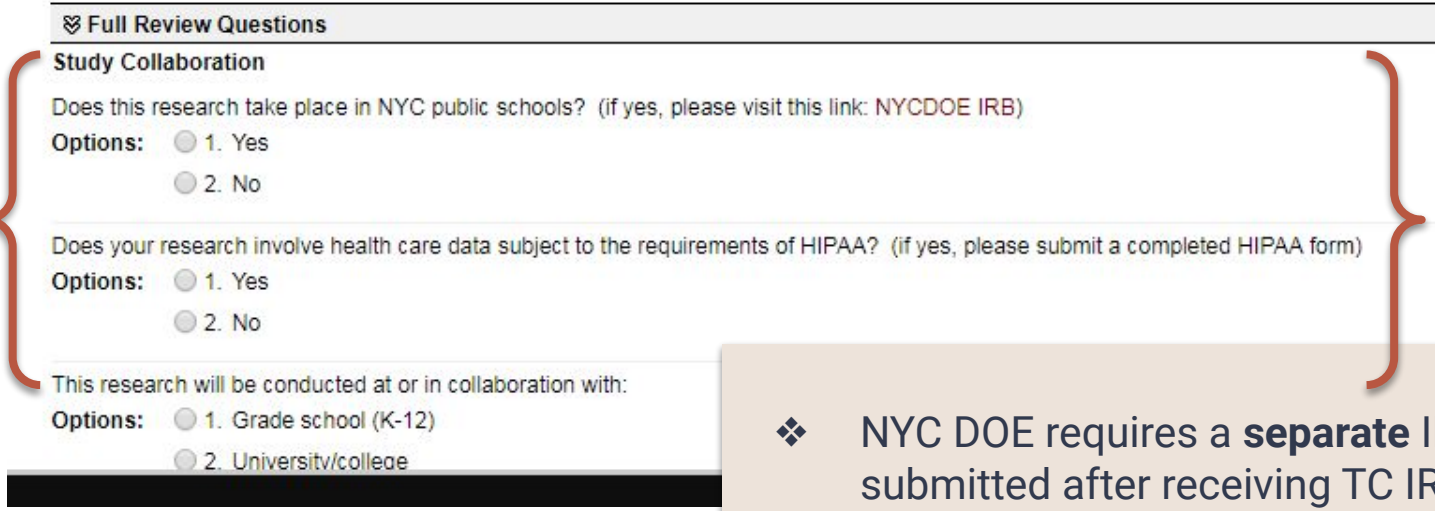
- All Co-PIs, Research Coordinators, and Research Assistants should be registered in Mentor with their CITI Training on file prior to submission.
- **Start Date:** Projected date recruitment will begin
- **End Date:** Last day of data analysis



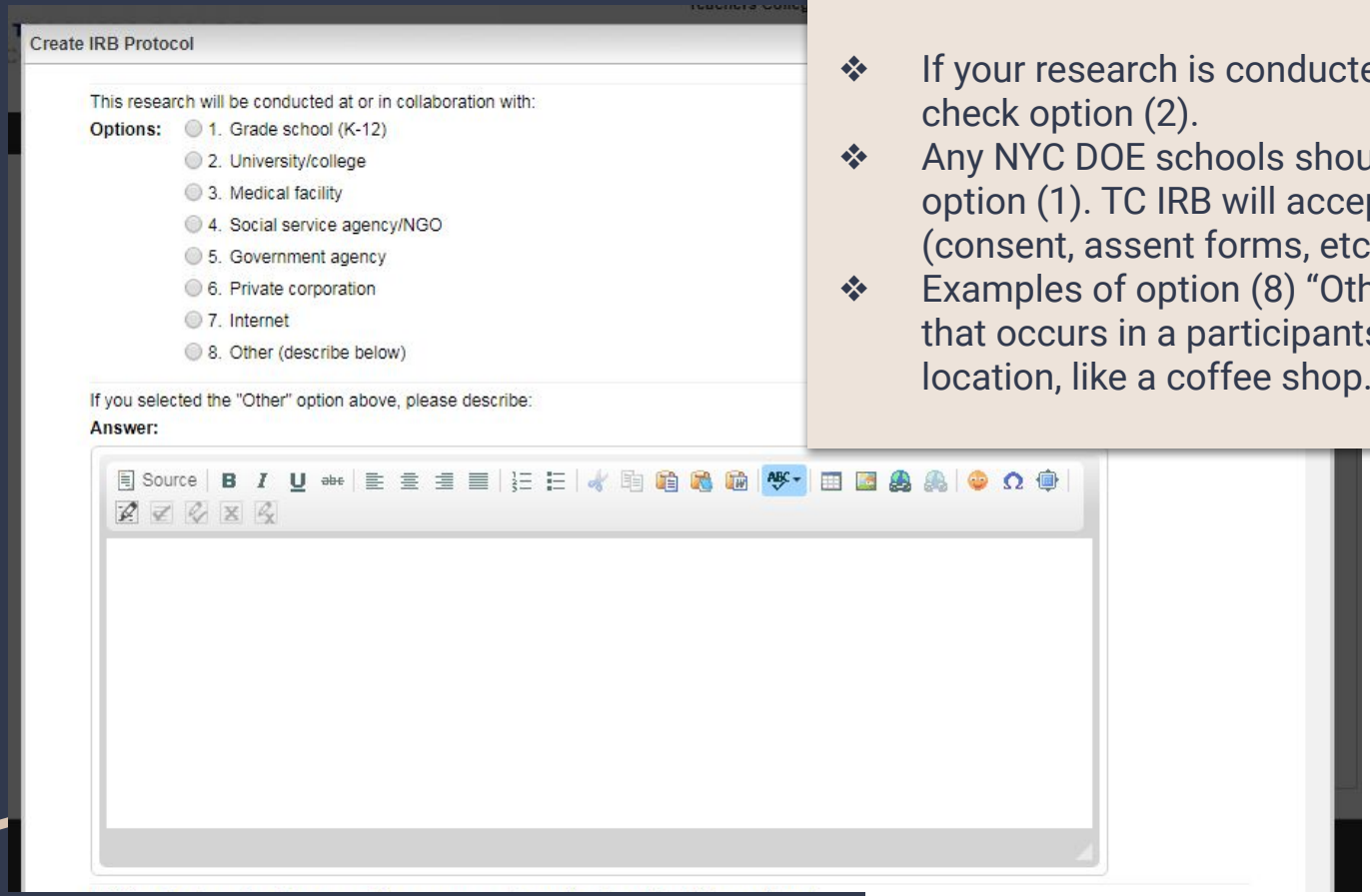



Mentor automatically populates the **Review Type** as **Full Review**. Full Review is the highest risk review category. Please double check your review category in order to avoid resubmissions or review delays.

Visit: https://www.tc.columbia.edu/institutional-review-board/review-categories/ for more information on identifying the correct Review Category for your research.

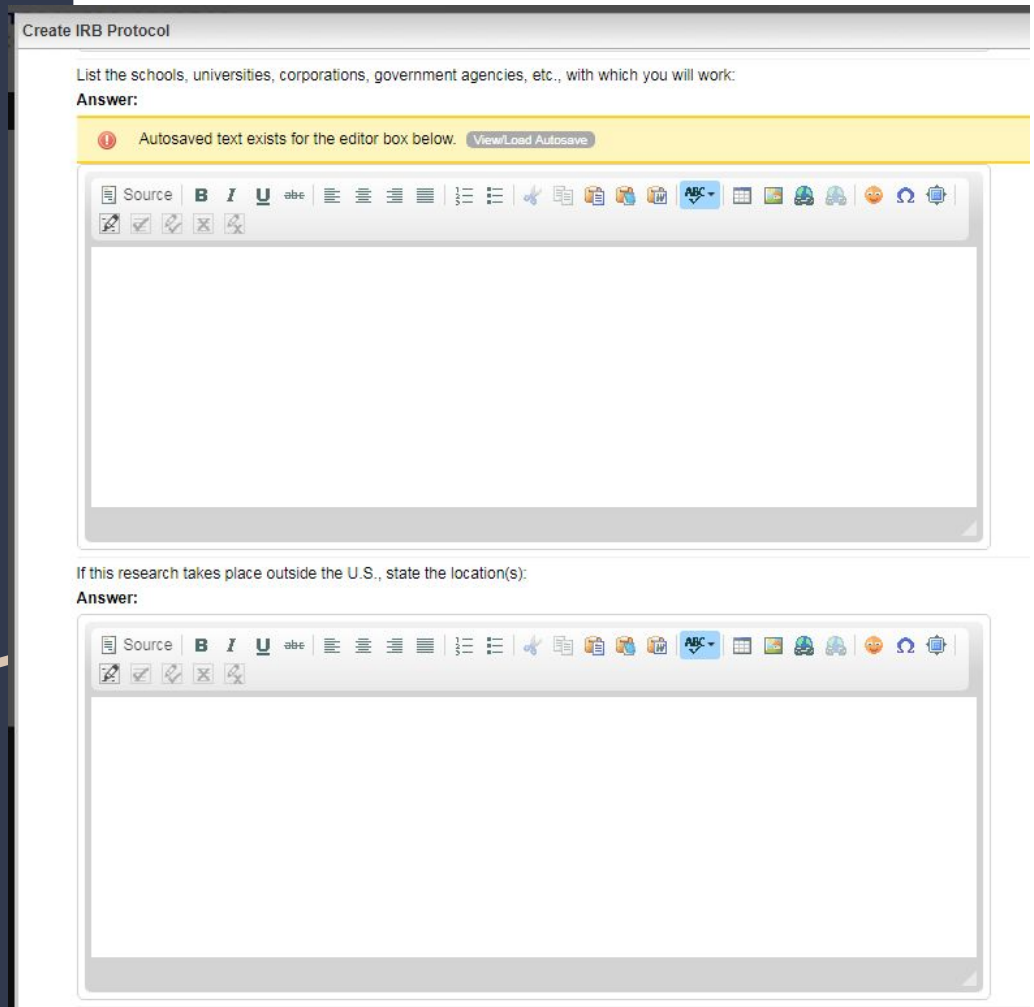


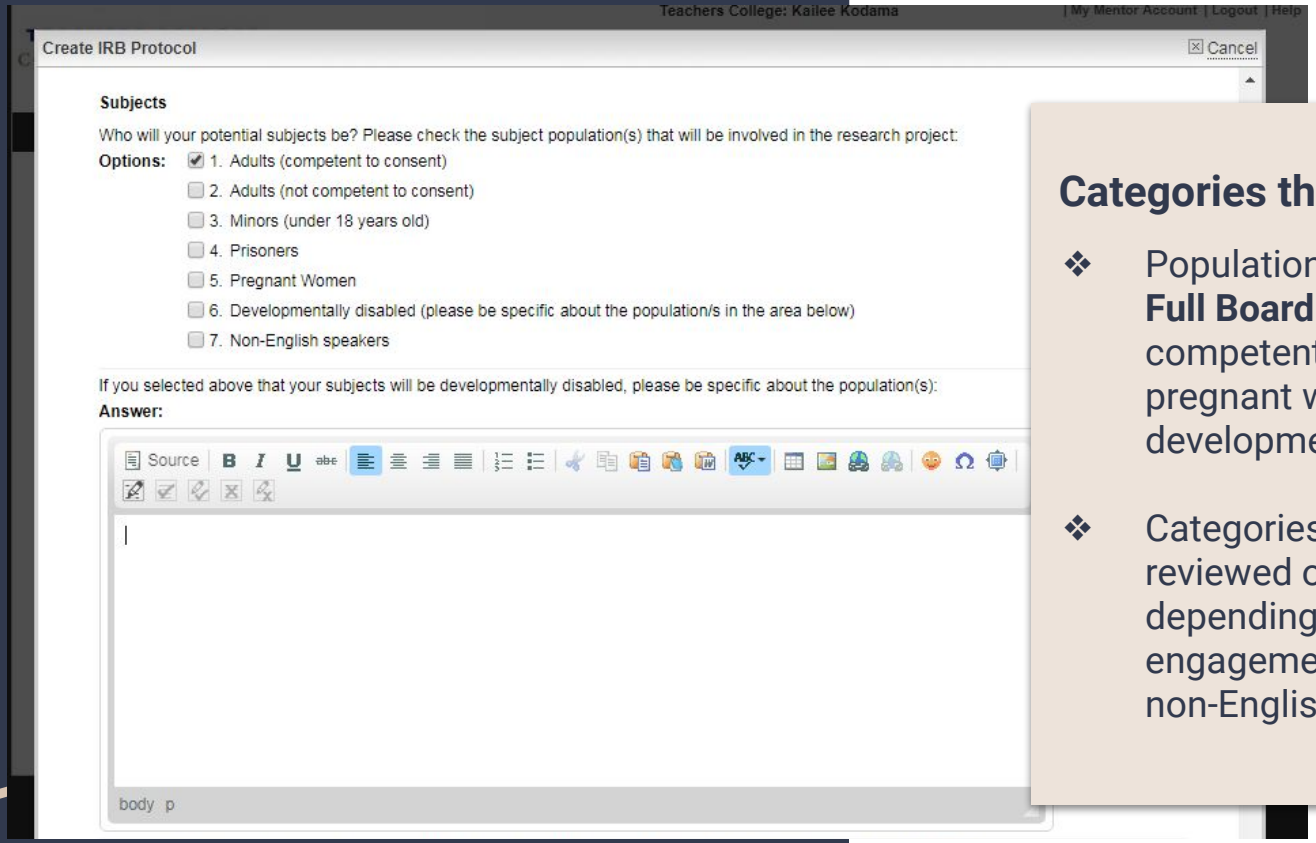

- NYC DOE requires a **separate** IRB form to be submitted after receiving TC IRB approval.
- TC IRB will honor **consent, parent permission, and assent forms** that are based on the DOE IRB's templates.
- These DOE IRB templates are available on Mentor under "Documentation/DOE IRB Templates and Information"
- A HIPPA Form Template can be found on Mentor under "Documentation"




- If your research is conducted only at TC, please check option (2).
- Any NYC DOE schools should be marked as option (1). TC IRB will accept DOE IRB templates (consent, assent forms, etc.), for your review.
- Examples of option (8) “Other” include research that occurs in a participants’ home or public location, like a coffee shop.

- Please be specific when listing research sites (i.e. Teachers College, Columbia University).
- Your IRB submission may also need a site permission form. This form is located in Mentor/Documentation.
- Research conducted outside of the US is considered international research.

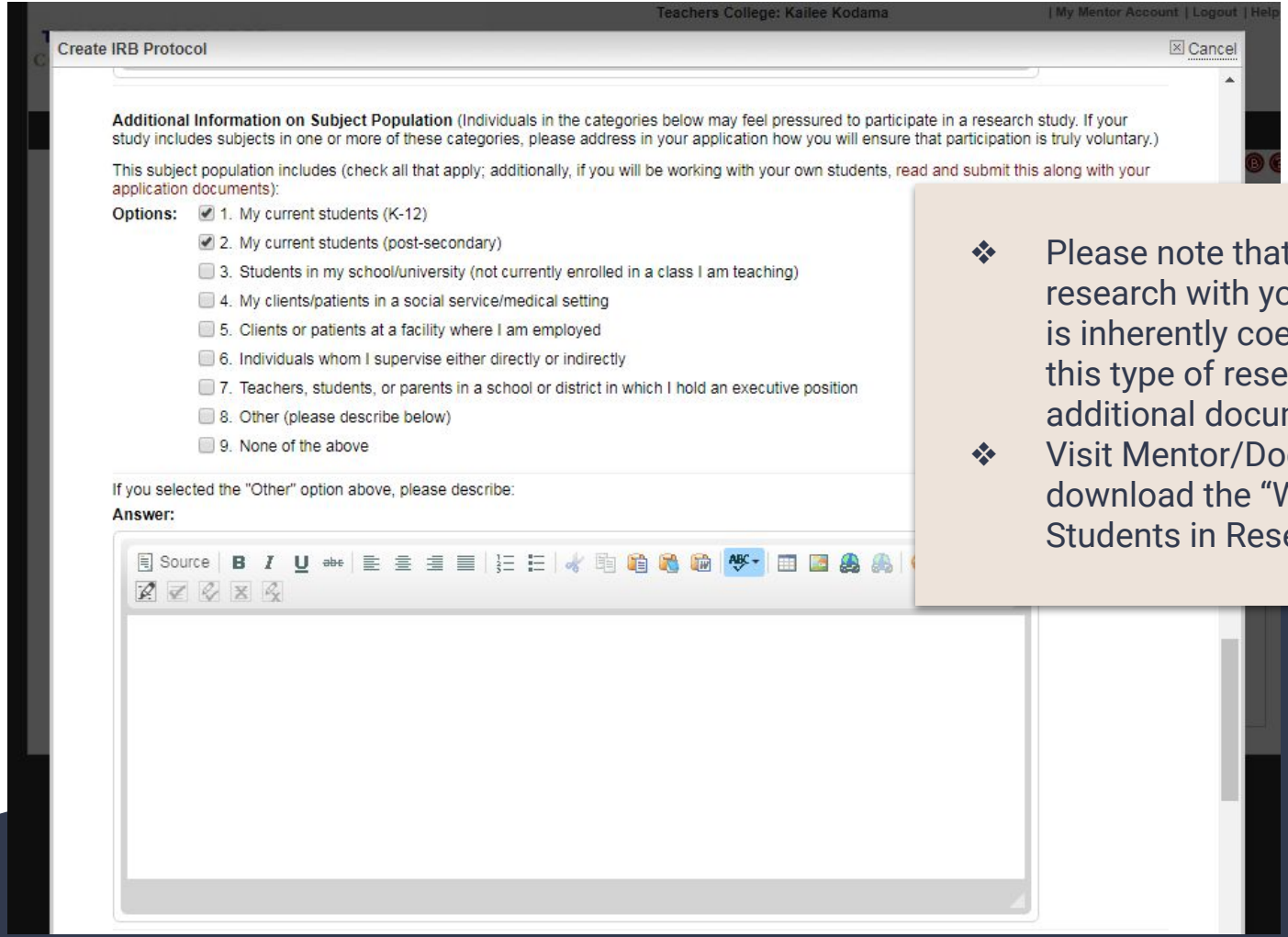




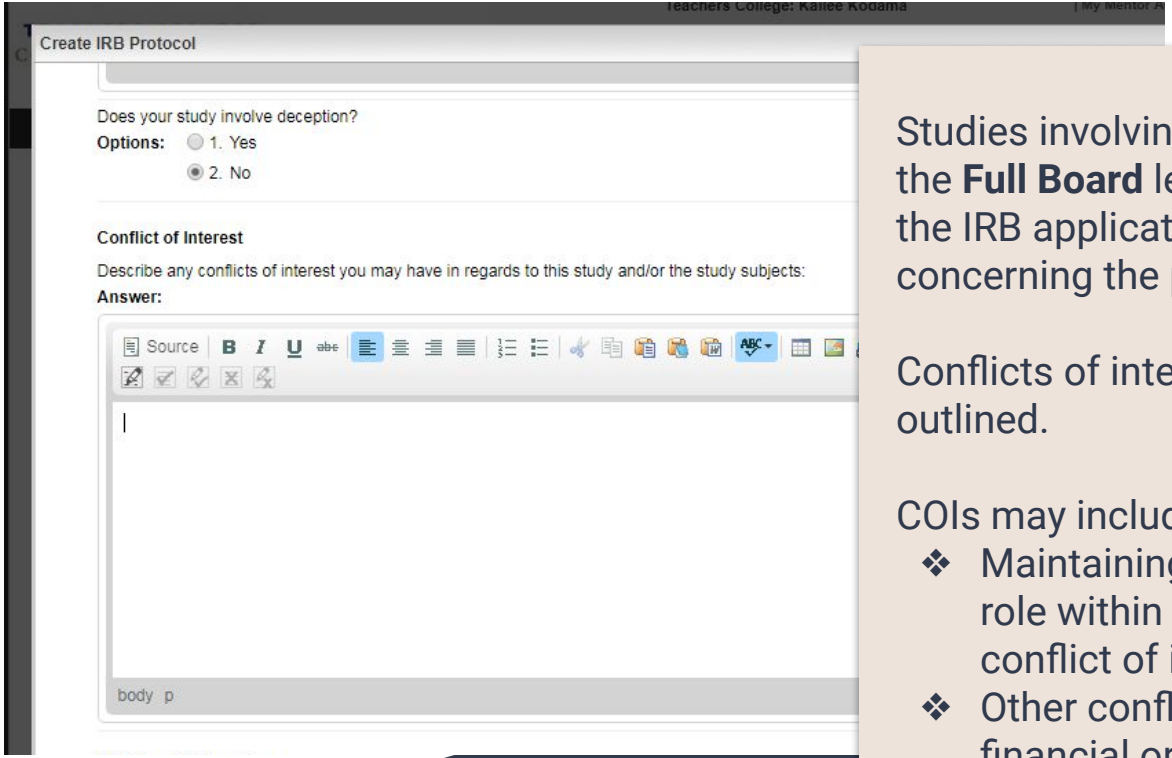

## Categories that Require Full Review

- Populations that typically require **Full Board Review** include adults not competent to consent, prisoners, pregnant women, and developmentally disabled

- Categories of research that are reviewed on a **case-by-case basis** depending on the type of engagement include minors and non-English speakers




- Please note that conducting research with your own students is inherently coercive. As such, this type of research requires an additional document.
- Visit Mentor/Documentation and download the “Working with Own Students in Research Template.”

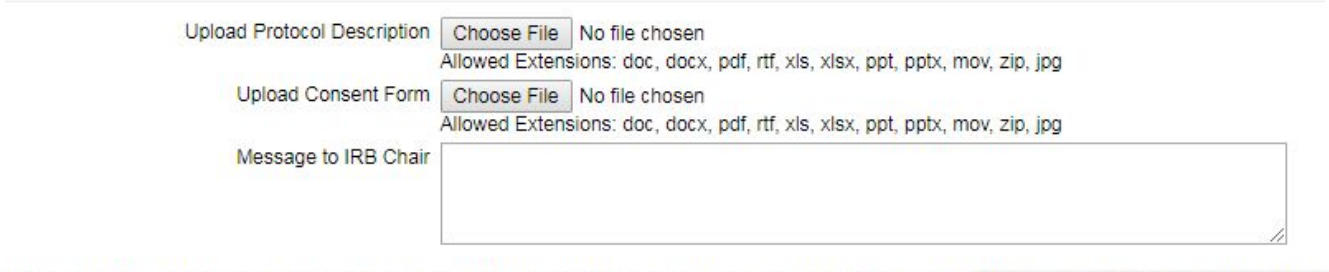



Studies involving deception will be reviewed at the **Full Board** level. Researchers should outline in the IRB application a debriefing statement concerning the planned deception.

Conflicts of interest (COIs) should be clearly outlined.

COIs may include:

- Maintaining a leadership or management role within a study site could pose a potential conflict of interest.
- Other conflicts of interest may include financial or other personal considerations which may compromise or impact a researcher's professional judgement in conducting ethical research.




After completing the PI survey, you will upload the IRB Application (available here or on Mentor IRB/Documentation) to “Upload Protocol Description.” If working with human subjects, also upload a Consent Form.

After you have clicked “Save,” you will be taken to another screen where you can upload additional documents. **All documents should be uploaded separately.** Do not upload them as one packet.

Students: “Save” means that your faculty sponsor has received an email about the study. IRB will not review the study until the faculty sponsor has agreed to their role.

# Finally...

When you are completely satisfied with your application and materials, and they are in final format (without tracked changes) click the **Submit Protocol for Review** button.

**Students:** You can only submit your study to the IRB *AFTER* your faculty sponsor has approved the protocol through the Mentor system. As such, you must log back in after you have received approval from your academic advisor to submit to the IRB.

**Dissertation Studies:** Please note that the IRB will only review ***dissertation*** studies after the proposal hearing has been passed. Pre-dissertation research, pilot studies, or exploratory studies will be reviewed on a regular basis.

**Faculty Sponsor:** Click on "Student Protocols" to approve protocols and modifications submitted by your advisees.

Remember,  regardless of the type of study, no study involving human subjects can begin (including recruitment of subjects) without first having received IRB approval.

If you have questions or concerns about the rights of a research subject, you should contact the Institutional Review Board (IRB) (the human research ethics committee) at 212-678-4105 or email IRB@tc.edu or you can write to the IRB at Teachers College, Columbia University, 525 W. 120th Street, New York, NY 10027, Box 151. The IRB is the committee that oversees human research protection for Teachers College, Columbia University.