



## Frequently Asked Questions (FAQ)

### Institutional Review Board (IRB) Approval-Related Questions

**1. I will only request archival data from OCPS students for my research study. I will not involve any OCPS students, staff, or parents in other data collection activities. Do I still need to submit the IRB approval?**

Yes, you still need to submit IRB approval even if you only use archival data from OCPS students. Your institution's IRB can classify your research study as "exempt". According to federal regulation 45 CFR § 46.111, the IRB committee needs to determine, when appropriate, whether there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. OCPS Research department cannot make that determination and that is why we need the IRB approval. (<https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>).

**2. OCPS asks me to submit my university's IRB approval letter before you can process my research application. However, my university's IRB requires me to get OCPS site permission before they can issue me IRB approval. How can I solve this problem?**

According to OCPS research policy, we need your IRB approval letter before we can review your research application. If your university's IRB requires OCPS site permission, you can request your university's IRB to give you a conditional approval that says, "this study is approved by the university IRB pending OCPS approval". Then we will be able to review your research application.

**3. My university's IRB does not issue conditional IRB approval. What can I do?**

We are willing to collaborate with your organization's IRB so that they can issue the conditional IRB approval. All the IRBs that the OCPS Research department has worked with before were able to issue the conditional IRB approval letter.

**4. My institution does not have an IRB. Any suggestions?**

Please contact the OCPS Research department at [research@ocps.net](mailto:research@ocps.net). We will be happy to suggest an independent IRB who can review your research study.

**If you have further questions about IRB approval, please contact [research@ocps.net](mailto:research@ocps.net).**