Procedure for IRB Policy III

GUST Faculty Human Research Protection.

GUST faculty researchers who conduct research activities involving human participants must adhere to the following process:

- Fill out an IRB Research Form and submit it electronically to rdo@gust.edu.kw. See below:
  - This must be done if the research meets the definition for involving both research and human participants.
  - While studies may not meet the definition of “research” and/or involve a “human participant”, investigators may not make an independent determination of the need/lack of need for IRB approval. Such determinations may only be made by qualified staff from the Office for Research Protections or Human Subjects Protection Office.
  - Certain types of research may be exempt from IRB approval. However, GUST investigators may not determine independently whether research involving human participants is exempt. Such determinations may only be made by a designated IRB member or qualified staff from the RDO’s IRB.

- Initial review and approval by the IRB occurs at a convened meeting; investigators conducting research may not initiate their study prior to review and approval by the IRB. In the event that the IRB does not approve the research and/or requires further information, the researcher must do the following:
  - make all modifications to the research protocol and then seek another review and approval by the IRB prior to conducting his/her study;
  - report to the IRB problems that require prompt reporting;
  - maintain IRB approval until data collection and analysis are complete and all research activity has ceased;
  - submit progress reports at intervals stipulated by the IRB (including a final report upon completion of data collection and analysis).

- Research studies are sometimes conducted at other institutions. On these occasions, the RDO must receive a copy of approved procedures. The IRB will interact with other institutions to ensure that IRB policies and procedures are being followed by GUST researchers and students engaged in research at other institutions, or when personnel or students from other institutions perform research at GUST facilities.