**Ethics Review for Student Research**

# Departmental Review of Student Research

* 1. As per the IRB-GUIDE-018 document dated 1 August 2018, all student research that meet the following criteria qualify for departmental review:
     1. the research is excluded from the Human Biomedical Research Act
     2. the research is not part of a faculty member’s research project that is already subjected to review by the NUS IRB
     3. the research is of minimal risk
  2. There is no restriction on type of population and/or use of deception. In other words, research involving vulnerable populations and/or deception can still qualify for departmental review, although student researchers are to follow IRB-GUIDE-020 when using deception in research.
  3. Similarly, research that involve the use of lucky draws in lieu of reimbursement for participation can qualify for departmental review, as long as the conduct of the lucky draws or research fulfils the criteria as stated in the NUS-IRB’s guidelines for lucky draws.
  4. Student research projects that do not fulfil 1.1.1, 1.1.2, or 1.1.3 ***must*** be reviewed by IRB.
  5. For clarity, the label “student” refers to both undergraduate and graduate students.
  6. More details on the background and context of this document and its contents can be found at the IRB website ([www.nus.edu.sg/irb](http://www.nus.edu.sg/irb)).

# Application Procedure for Departmental Review

* 1. The student confirms with his/her supervisor that the research project is eligible for departmental review.
  2. The student submits a consolidated application package by email to Ms Chan Mei Xin ([psycmx@nus.edu.sg](mailto:psycmx@nus.edu.sg)) in the General Office. The student’s supervisor ***must*** be copied in the email.

The application package (to be consolidated as a single PDF or word file) should include:

* Cover Form for Application for Departmental Ethics Review
* IRB Application Form for Student SBER:
  + The section of the form requiring the Head of Department’s input is to be left blank.
* Participant Information Sheet and Consent form
* List of PIs and co-PI form
* Data collection instructions (e.g., questionnaires, interview questions, etc)
* Any other documents
  1. Only applications from the student’s official NUS email is accepted.
  2. Applications are processed every Tuesday and Friday.
  3. Applications received after the deadline will be processed as the next batch.
  4. The department aims for a turnaround of no more than 2 weeks. That is, it is targeted that the outcome will be made known within 2 weeks.
  5. The outcome of an application will be conveyed to the student via his/her official NUS email.
  6. If it is decided that the application requires IRB approval, the student will be notified accordingly and changes to the application must be made in accordance to Point 3 below.

# Application Procedure for NUS IRB Review

* 1. The following applies for a student’s research project that does not qualify for departmental review or for a project that the department deems to require review by the NUS IRB.
  2. **From 1 July 2020, all applications to NUS-IRB must be submitted through iRIMS-IRB.** For more submission and instructions, visit <http://nus.edu.sg/research/irb/irims>.
  3. For NUS IRB applications whereby the student is an undergraduate, the supervisor must be listed as the Principal Investigator, with the student listed as Co- Investigator. Graduate students can list themselves as the Principal Investigator. However, access to iRIMS-IRB requires users to complete the Two-Factor Authentication (2FA). Graduate students do not have 2FA and so at the present time, if they require access, they will need to email IRB requesting an account to be created for them so that they can log into iRIMS-IRB. This process will take about 48 hours.

# Application Procedure for Protocol Amendment

* 1. Department-Approved Study
     1. If the student wishes to make changes to a protocol that was previously approved by the Department, the following documents are to be submitted via email to Ms Chan Mei Xin ([psycmx@nus.edu.sg](mailto:psycmx@nus.edu.sg)) in the General Office:
        + Application for Protocol Amendment (for Department-Approved Study)
        + Original ethics application form, with changes being highlighted
        + Any other relevant documents

The student’s supervisor ***must*** be copied in the email.

* + 1. The department aims for a turnaround of no more than 2 weeks. That is, it is targeted that the outcome will be made known within 2 weeks.
    2. The outcome of an application will be conveyed to the student via his/her official NUS email.
  1. NUS IRB-Approved Study
     1. Protocol amendment for IRB-approved studies should be submitted through **iRIMS-IRB.**

# Notes

* 1. The NUS IRB conducts quarterly audits of all departmental approvals. Do note that the NUS IRB has the power to override and withdraw departmental approvals.
  2. Research projects approved only by DERC are not publishable in journals that require institutional ethics approval. DERC-approval is not an institutional ethics approval. To publish DERC-approved projects in these journals, the applicant should seek a statement of endorsement from NUS-IRB. Submit all DERC application materials to Ms Chan Mei Xin (psycmx@nus.edu.sg), requesting NUS-IRB to issue a statement of endorsement. NUS-IRB will conduct an independent review of the application.