

# WELCOME TO TEACHERS COLLEGE INSTITUTIONAL REVIEW BOARD

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## WELCOME TO TC IRB: THE SCRIPT

Welcome to Teachers College (TC) Institutional Review Board (IRB), also known as the IRB.

The IRB is responsible for upholding the ethical conduct of human subject research at Teachers College.

Researchers who hope to conduct human subject studies will need to familiarize themselves with TC IRB's guiding principles.

TC IRB is guided by the [Belmont Report](#), which outlines ethical principles:

- Respect for persons,
- Beneficence, and
- Justice.

**Respect** for persons recognizes that people are capable of independent decisions, including whether to participate in a research study.

A researcher must ensure that participants are given clear and understandable information about the research activities, and an opportunity to consent to participate. In other words, researchers must tailor their message to meet the needs and preferences of their research participants. If a research participant cannot understand what is asked of them, how can they consent?

**Beneficence** pledges to “do no harm,” and seeks to minimize the risks to participants, while maximizing the benefits.

**Justice** addresses the equal distribution of both the benefits and burdens of research. This may mean additional protections for vulnerable populations such as children, prisoners, and the cognitively impaired. So, what's the key message here? The researcher should know their population of interest, and design materials appropriate for their understanding.

Now that you know what IRB is about, let's take a look at the research process and when you will need IRB. Early on, you'll want to receive a Human Subjects Protections Certificate from the [Collaborative Institutional Training Initiative](#), also known as CITI. Once you have received your certificate, you will upload it into TC Mentor IRB. TC Mentor IRB is the hub for all research submissions and changes. It is where you can submit protocols, message reviewers, and download IRB documents. You can access Mentor through MyTC. You can find information about how to [submit an IRB protocol](#) and CITI certification on TC IRB's website.

As you develop your research plan, be sure to secure a [faculty sponsor](#) if you're a student researcher. A faculty sponsor can guide you through the research process. They will also review your protocol before it is submitted to the IRB.

Once you have finished your research plan, you will submit an IRB protocol, along with all research-related documents. An IRB reviewer will revise and then approve your IRB protocol. Once you have IRB approval, you can begin your research.

The IRB is here to support researchers, and can give feedback on how to handle ethical issues. All [changes](#) or [issues](#) should be reported to the IRB in a timely manner.

When a research protocol is finished, and no additional data will be collected, [the study should be closed with the IRB](#).

The IRB has created a number of [resources](#) for researchers, including guides and templates, which can be found on TC IRB's website, or through Mentor IRB/Documentation. Researchers can find and submit documents through TC Mentor IRB. They can also message TC IRB directly in Mentor through "messages."

TC IRB has a website with a wealth of information, including How To guides, step-by-step instructions, and materials on review categories, consent, ethical decision making, and more. TC IRB's website should be the first stop you make for any questions about the IRB process.

The IRB is composed of skilled and mindful professionals who are committed to producing ethical research and protecting participants. We welcome questions, and hope to empower you in your research with guidance and expertise. We wish you the best of luck in your endeavors!