

**Office Research and Economic Development
Institutional Review Board Sustainability Plan**

Submitted by: Christopher U. Lane, MPH

Goal: Provide ongoing, virtual services for the students, staff, faculty and external researchers conducting human subjects research.

Objective: *To provide effective, virtual communication to stakeholders/consumers who seek to conduct human subjects research at Jackson State University during the COVID-19 virtual campus restructuring*

I. COMMUNICATION/CORRESPONDENCE

Function(s)/Task(s)	Actionable Response(s)
1.1 Email and Telephone Inquiries	1.1.a. Respond to email and phone inquiries within 24 hours;

II. IRB APPLICATION REVIEW/RESPONSE

2.1 IRB Application Review and Response (Exempt & Expedited Protocols)	<p>2.1.a. Continue to log new applications in the excel spreadsheet;</p> <p>2.1. b. Review and respond to Exempt and Expedited protocols within 5-7 business days;</p> <p>2.1.c. Create a Google docs folder for new IRB applications for review by the IRB manager, IRB chair and an IRB member;</p> <p>2.1.d. Continue to respond to all applicants via their JSU email address;</p> <p>2.1.e. Continue to send IRB approvals electronically to the applicant, faculty advisor (if a student researcher), along with an electronic copy to the graduate school dean, Dr. Preselfannie McDaniel (dissertation research protocols);</p>
2.1 IRB Application Review and Response (Full Board Protocols)	<p>2.2. a. Continue to log new applications in the excel spreadsheet;</p> <p>2.2.b. Full-board protocols are reviewed by the IRB manager and chair, prior to being reviewed by the board;</p> <p>2.2.c. Virtual full board meetings will be held via Zoom or by virtual conference call on the 2nd Thursday of each month;</p>

	2.2.d. Email responses to the applicant for receipt of updated application for ongoing review.
III. IRB TRAININGS	
Function(s)/Task(s)	Actionable Response(s)
3.1 Conduct IRB trainings for students, faculty and staff	3.1.a. Provide online/virtual trainings to students, faculty and staff via Zoom, Canvas or some other university approved virtual platform; 3.1.b. Upload the training presentation to the selected, virtual platform for viewing by the online audience; 3.1.c. Respond to any inquiries pertaining to the presentation within the online/virtual platform;
3.2 CITI Training	3.2.a. Students, faculty and staff can continue to access the CITI training modules via citiprogram.org

Note: Applicants can download all IRB documents, inclusive of the application, consent/assent form templates, continuing review forms and training request forms from the Office Research and Economic Development webpage.