**IRB Application**

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| |  | | --- | | **Curtis McClane <cao@ogs.edu>** | | Nov 22, 2023, 11:27 AM |  |  |
| |  | | --- | | to me, Curtis, David | | | |

Hello, Thuam:

Thanks for the question. You need to go on our website, access the "Research" tab, and click on the Institutional Review Board (IRB). You need to complete the training there, and then download and save the certificate. You will need to make sure that your chair has a copy of the certificate, and the other documents below so that, with your chair's permission, all of the appropriate documents can be sent to the Dean at the same time. Once we receive those collection of documents, the Academic Team will vote for approval, and you will receive from the Dean's Office an IRB approval letter that grants you permission to begin collecting your data.

Here is the complete list below of the 6 documents we will need:

LIST OF IRB DOCUMENTS FOR EACH PHD CANDIDATE FOR IRB APPROVAL

·        *1) site permission,*

·        *2) recruitment letter,*

·        *3) informed consent,*

·        *4) NIH certificate—downloaded from IRB link after completing required guidelines*

·        *5) instruments*

·        *6) Academic resources demonstrating validation of instruments*

*Let me know if you have any questions.*

*May God bless you, and have a fantastic Thanksgiving with your family!*

**Curtis D. McClane, Ph.D., D.Min., M.Div.**  
*Executive Vice-President, Chief Academic Officer (CAO)/Dean of Faculty*

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On Wed, Nov 22, 2023 at 11:14 AM Thuam C. Khai <[tckhai@gmail.com](mailto:tckhai@gmail.com)> wrote:

Dear Dr. McClane,

I hope you will have a joyous Thanksgiving weekend with your family. Are there prerequisite lessons before IRB Approval?

Sincerely,

Thuam