Practicum IRB Approval Decision Tree

This tree is designed to help you determine if IRB approval is needed for your practicum. Remember that theses/dissertations may not be used as a practicum experiences. For most SPH students, practicums DO NOT include research. However, you will need to indicate on your work plan, prior to approval, whether or not the activities of your practicum require IRB approval. Hyperlinks have been included in the decision tree to provide definitions, further clarification, and examples.

Start Here

Will the practicum experience include a human subjects research component?

Yes

Will the practicum include a quality improvement element?

Yes

Are the purposes limited to collecting data for improvement of a process or procedure at the practicum site? See exempt examples.

Select YES box on IRB approval required question on practicum work plan.

No

No

IRB approval is not needed.

Select NO box on IRB approval required question on practicum work plan.

Has the activity been previously approved by a US-based IRB?

Yes

Work with faculty advisor and practicum preceptor to develop IRB application.

No

Do practicum activities extend beyond what the IRB approved for the project?

Yes

Submit application to IRB for approval. (May take several weeks, plan accordingly.)

No

Submit Application

Provide copy of protocol approval letter and CITI certificate to department practicum coordinator.

Once Approval Received

Do practicum activities extend beyond what the IRB approved for the project?

Select YES box on IRB approval required question on practicum work plan.

No

No/Unsure

Schedule a time to meet with your advisor and department practicum coordinator to discuss scope of practicum and determine correct course of action. Follow up with SRPH Human Subjects Coordinator for a ruling may be needed.

Students wishing to publish in journals or present at professional meetings must complete the SPH Student Abstract/Manuscript Approval Form prior to submitting an abstract or paper.