# **Quick Guide to Preparing IRBs**

## **Do I need to submit an IRB?**

1. If human research – involving live and active people – yes
2. If not human research – involving companies/ archival work/ etc – no. But you may want to seek out the “letter” of “Not-Human Subjects research” in order to submit to journals.

## **What do I do?**

1. Have materials as “finalized” as possible – you want to be 95% of the way there
2. The IRB will put themselves in the perspective of the participants – make sure that you are describing the risks and the consent very well. The sole mission of the IRB is to protect participants
3. Do not skimp on details.

## **Specific to Us**

1. Publically available social media data does not fall under IRB, but when you attempt to link it to other stuff (survey data on emotions, etc) it becomes identifiable data and that makes it high-security and risky.
   1. If this happens, we need to go through the Data Security Review Process – also in the ESTR site.
2. Our PI is Amit. He needs to log into the IRB and assign the RA/ student as a Proxy who will then act on his behalf. Ask him to do that.
3. The expectation is that all collaborators must seek IRB review at their own institutions. In most cases all collaborators must seek review at their own places.



