

Ph.D. in Leadership and Change IRB Guidelines

Dear Students and Faculty,

You will note on the second page of the Antioch University IRB Manual that “Review of research projects occurs at the campus/program IRB level.”

Please study the university-wide manual, but also pay close attention to this list of our additional Leadership and Change program- specific requirements and differences between the two sets of guidelines (e.g., the definition of research). Since our program is entirely at the doctoral level, **our guidelines are, in most cases, stricter than the university wide guidelines.** So it is critical that you study both the university policy manual and the program guidelines and ask the program's IRB Chair any questions if they arise.

In cases where the PHDLC program requires IRB submissions or activities over and above the Antioch IRB standard you must meet the requirements of our additional program guidelines. The faculty and administration of the Leadership and Change Program use the valuable opportunity of the ethics protocols and processes to give students a range of examples and opportunities to practice the formal ethical requirements of research.

We have created a modified Ethics Applications for the Case Study Analysis learning achievement. You will **not** have to submit an online Ethics Application for this learning achievement. Instead, contact the supervisor of the Case Study Analysis who will send you the shorter Ethics Applications form. You can also download the form from the Modules & Learning Achievements room. The supervisor will review the form and ask you for revisions and/or approve your shortened Ethics Application for this learning achievement.

Our Program requires the submission of an ethics application to the IRB for each and every dissertation, regardless of the research methodology. Under exceptional circumstances we also require students to seek IRB approval for a Learning Achievement even when these are usually generically exempt because they are meant for learning purposes. Information can be found in the Modules & Learning Achievement room.

The turnaround time for Ethics application review is two weeks.

Please note that we have a **special classification for ethnographic and some other studies** for which you hope to include data gathered in learning achievements in the eventual dissertation. Ethnographic studies are

more credible with more time “in the field”. So in order to collect data over time, you would be wise to request a “continuous review” in your application. If you have any questions about this, do not hesitate to contact both your supervisor/chair and the chair of the IRB for clarifications.

Please refer to “participants” instead of “subjects” in your study. We follow the British terminology for research nomenclature.

Our definition for “research” includes qualitative, as well as quantitative research. For the purposes of research in our program, your study can be either generalizable or transferable, since the normative criterion for qualitative research is transferability, not generalizability. In reference to the concept of “generalizable knowledge”, add “transferable knowledge.”

The PHDLC IRB will determine categories of Exemption, not by university wide guidelines, but according to our program specific requirements.

The PHDLC IRB applies a system of reciprocity when an outside organization or institution has a formal review process and approves a research project in their system. In these cases, the PHDLC IRB will grant reciprocity to the reviewing organization or institution

and will grant approval for an exempt status when the researcher submits an online application and letter from the organization or institution indicating that their IRB has approved the study.

The PHDLC IRB will determine whether the project meets the criteria of formal research and make decisions about the appropriate protocols based on their judgment. However, this decision is made after the IRB member has reviewed the completed application.

Since Ethics Applications are submitted through an **online** system, the **physical signature of the supervising faculty member is not required on this form.**

The template for the **consent form you have created must be attached to the Ethics Application** even in the cases where the student or faculty member considers there to be “minimal risk” to participants in the project. Consent forms are required even if the applicant indicates that there is only minimal risk to participants. **Please consult the PHDLC Informed Consent Template which you can find in the Modules & Learning Achievements room and in the Inquiry and Research Methods room.**

You should also attach all of the participant

recruitment materials (e.g.: flyers, recruitment letters, social media recruitment posts) to the Ethics

Application. The IRB will want to ascertain that you have a well-defined method of recruiting potential participants and that all materials are appropriate to minimize risk.

If written consent is not appropriate because of the cultural context or other limiting circumstances participants must give oral consent on the recorded interview. However, you still need to attach a consent form so that the IRB can see what you will inform the participants about and what they are asked to agree to. In cases of surveys, consent must be given by a sentence in the beginning of the survey indicating consent.

Include the following statement in all consent forms:
“The results of my study may be included in future scholarly presentations and publications.”

As long as you have completed the CITIMODULES and are up to date with your approvals for CITIMODULES, **you are the Principal Investigator (PI)**. So your consent form does not need to add another PI. However, you must include the name and email address of the current IRB Chair for the PHDLC Program for follow up questions regarding any ethical concerns from your participants. **And you must attach your CITI certificate**

to the application.

A “Summary Report” is not required for the IRB process in the PHDLC Program. **If you have any questions**, please contact our Leadership and Change Chair of the Institutional Review Board. The current chair of the IRB is **Dr. Lisa Kreeger**, **lkreeger@antioch.edu** .