**Ethics Review of Student Research**

**Involving Human Subjects**

**For applications to the NTU-IRB, graduate students will have to do so with their supervisors as the main applicants. That is, the supervisor will submit the application as the Principal Investigator, with the student listed as a Co-PI.**

All student research involving humans as research subjects must be subject to ethics review by either the NTU IRB or the School. This is an important learning experience for both undergraduates and graduate students.

These research projects may be carried out by individual students. The results from such research may or may not be intended for publication or presentations outside the classroom. They include experimental protocols, observational studies, interviews, questionnaires, secondary use of data that are not in the public domain and research involving human remains, tissues, or biological fluids.

The School will review student research which constitutes part of the undergraduate or graduate program course work. This can be conducted by the Head of School or his representative or Ethics Review Committee. They will determine whether the research can be exempted or referred to the NTU-IRB for review based on the risk to the research participants. Students which are funded by funding agency will be reviewed by NTU-IRB.

Educational exercises involving human participants that are not construed as research (e.g. class demonstrations and exercises that constitute part of the programme coursework, not leading to publishable materials) do not require ethics review, unless otherwise required by the Faculty or School heads.

Retrospective review for ethics approval is **not possible** and is not encouraged.

**Responsibilities**

The School shall review all student research involving human subjects when:

* They are construed as “research”;
* The research is eligible for exemption from IRB review (please refer to IRB Guide on Exemption at IRB website for categories of research that qualify for exemption)
* The research does not involve deception or vulnerable populations.
* The research is not part of a faculty member’s research project already subject to review by NTU-IRB.

Student research that are supervised by individuals outside the faculty (including persons not affiliated to the University) shall also be reviewed by the School, unless they are subject to review by the NTU-IRB or by another IRB in compliance with the existing guidelines.

All research deemed ineligible for exemption will have to be reviewed by the NTU-IRB.

Research conducted by graduate students who are pursuing post graduate degree that are not part of an undergraduate or a graduate course of study must be reviewed by NTU-IRB through their supervisor.

The supervisor of a student research, which forms part of the supervisor’s own IRB-approved research, must inform the IRB on the addition of a secondary title to the existing approved title and submit a Protocol Amendment to the IRB to include the student’s research as a secondary research.

You may refer to the flow chart on the process of submission in the next page.

**Submission of Student Research to IRB for Ethics Review**

**School Review**

**(which are not exempted by school)**

**PI’s Submission to IRB**

Request for clarification

**Preliminary Review by IRB Secretariat, if required**

**Full / Ambiguous**

**Expedited & Resubmissions**

**Review by IRB**

**No Queries**

**Queries on Applications**

Reviews within 3 weeks, excluding waiting time for further information from PI

**No Queries**

**Queries**

**IRB sends comments to PI**

**PI to respond within 1 month if there are queries pertaining to study**

No further queries

**Approval letter issued to PI**

**PI proceeds with Research**

**Legend**

Updated on 09 November IRB – Institutional Review Board