

Renewing an Existing IRB Proposal Application Guidance

All studies that have been approved by the Institutional Review Board (IRB) must be reviewed on a yearly basis. Renewal applications are submitted to the IRB by filling out the [online form](#). The IRB meets once a month, including the summer months. Complete renewal proposals received by the submission deadline will be reviewed during the corresponding IRB meeting in accordance with the IRB Calendar on our [website](#).

Sections I – XI describe the information that you will need to submit as part of your renewal application. Because our form automatically times out after 60 minutes, we recommend that you complete these questions in Word and then copy and paste them into the [online form](#).

Please direct any questions about the form to OAAResearch@bcps.k12.md.us.

I. Contact Information:

- Name of the Principal Investigator
- Name of the Contact Person
- Contact Person's Title
- Contact Person's Organization
- Contact Person's Email Address
- Contact Person's Mailing Address
- Contact Person's Office Phone Number
- Contact Person's Mobile Phone Number

II. General Information:

- Are you submitting a new research proposal or data request?
- Are you revising an existing proposal or approved project?
- Are you renewing an existing IRB approval?
- If your project has been assigned a City Schools IRB number, please provide it.
- Do you have a Memorandum of Understanding (MOU) with City Schools?
- Do you work for City Schools?
- If you do work for City Schools, please identify at which school you work or that you work in the District Office.

III. IRB Renewal Information:

- Please provide a progress report, detailing your progress toward completion of your project; the status of subject recruitment and enrollment; the status of data collection; and any unanticipated obstacles or problems that you've experienced.
- Please provide a brief summary of your preliminary findings.
- Please provide your best estimate of when you think your study will be completed.
- Please provide a justification for the continuation of your project.
- Are any abstracts based on your research currently under development or in clearance for presentation?
- If so, which conference or meeting was/were the abstract(s) for?
- Are any manuscripts currently under development or in clearance for publication?
- If so, which journal or publication have you submitted your manuscripts to?
- Have the results of this research been published?
- If so, in which journal or publication have your results been published?
- Have any subjects withdrawn or been withdrawn for any reason after signing a consent form?

- Have any subjects complained about any aspect of the study during this review period?
- Have you hired additional study staff for data collection?
- If so, please provide the names of these staff members, their role in the study and the date they were fingerprinted.
- Have you modified your research design or procedures?
- If so, which aspects of your original proposal have you modified?

(On the online form, you will only be asked to address the aspects of your proposal that you have changed. If certain aspects of your original proposal remain unchanged, you do not need to address them.)

IV. Project Description:

- State the title of your research project.
- State your research objectives and the purpose of the study. (Feel free to use full sentences or bullet points to convey your answer.)
- State the research hypothesis and research questions. (Feel free to use full sentences or bullet points to convey your answer.)
- If your project focuses on the implementation or outcomes of a specific intervention, please provide a description of the intervention.

V. Research Background:

- Briefly describe previous research that is directly relevant to your proposed project.
- Identify the gaps in the research and how your proposed research project will fill these gaps.
- Describe how your proposed research project will benefit Baltimore City Schools or contribute to the field of education more generally.

VI. Study Participants:

- Describe your study participants. Please include ages of participants, any other relevant demographic details.
- How will you choose schools for your research? How will potential participants be informed about the project and recruited? Describe any screening procedures you will utilize as well as any inclusion or exclusion criteria that will impact your study sample.
- Describe who will obtain informed consent from study participants and where, when, and how that process will take place.
- Identify your sample size and provide the justification for your desired sample size.
- Describe whether personal identifiers will be collected from participants.
- Describe the form, amount and schedule of incentives provided to participants.

VII. Study Methodology:

- Provide a description of the study design, including details about random assignment procedures if applicable.
- Describe the study procedures from initial recruitment to final data collection. Please include details about how and where study procedures will take place.
- Describe the assessments you will use as part of your project. If audio or videotaping will be involved, please provide justification for the use of these methods.
- Will your research take place in schools?
- Have you already identified the schools in which your research will take place?
- If you have already identified the schools, you will be asked to specify which schools you will be working in.

VIII. Research Timeline, Data Analysis Plan, Risks and Benefits, Data Security Plan, Dissemination Plan:

- Please provide your research timeline, making sure to include the timing of all key research activities.
- Please provide the estimated date of completion of your research.
- Describe your data analysis plan.
- Briefly describe any risks associated with participation in the study.
- Briefly describe any benefits associated with participation in the study.
- Have you made any modifications to the study design and/or procedures that might affect the risks to your study participants? If so, please provide an explanation of these risks.
- Describe your data security plan, where data will be kept and how participant confidentiality will be ensured.
- Describe how the results of your research will be disseminated and the intended audience(s) for the findings.

IX. Data Request (if applicable):

- What type(s) of data are you requesting? (Attendance, Assessment, Enrollment, Suspension, other)
- In more detail, describe the type of data you are requesting.
- Provide the justification for each variable you are requesting. Please explain how each requested data element is connected to your research objectives.
- Which academic years are you interested in?
- Is your research focused on students in certain grades?
- If your research is focused on certain grades, specify which grades.
- Are you focused on students at certain schools?
- If you are focused on certain schools, specify which schools.
- What data format would you prefer? (Text, CSV, Excel or SPSS)
- What level of aggregation do you need? (District, School or Individual)
- If you are requesting data at the individual level, do you have parental consent for its use?

X. Attachments:

(We require the IRB letter from your institution, but you only need to provide other attachments if they are applicable to your research.)

- Please attach the IRB letter from your institution.
- Please attach your parental consent form if applicable.
- Please attach your student assent form if applicable.
- Please attach your staff consent form if applicable.
- Please attach your principal information letter if applicable. (This letter informs the principal that you want to conduct research in his or her school and describes the research study.)
- If you want to include another document, please attach it here. (You have the opportunity to provide as many as six additional attachments.)

XI. Additional Information:

- If you would like to provide any additional information about your research, use the space below.