Instructions for Research Requests

To submit a formal request, please complete the following steps:

1. Submit a full research proposal to the Administrative Services Director, including:
    a. Statement of purpose;
    b. Any relevant definitions;
    c. Proposal of research methods;
    d. Proposed benefits;
    e. Potential risks to participants;
    f. Evaluation criteria;
    g. The duties, rights, and responsibilities of all parties;
    h. Any minor requests for information, or public information requests;
    i. Whether this research is being conducted as part of an educational project; and
    j. Projected timetable for research

Note: All proposed research must be done in accordance with the Vermont Department of Corrections' (DOC) policy concerning access to offender information.

2. Once submitted and reviewed, you will be informed by the Administrative Services Director of whether your proposal has been accepted or denied by DOC.
3. If your proposal is accepted by DOC, and your research involves human subjects, you must submit an Agency of Human Services (AHS) Institutional Review Board (IRB) Project/Research Application Form. If you are unsure whether your study involves the use of human subjects, it is your responsibility to reach out to the chairperson of the IRB.
    a. In addition to the IRB application form, you must include the following attachments:
        i. A lay summary and sample consent form;
            A. A sample has been provided on the (AHS) website
        ii. If applicable, a Health Insurance Portability and Accountability Act (HIPAA) authorization form;
            A. AHS has provided a policy on the use and disclosure of Protected Health Information (PHI) for research purposes.
            B. There is also a sample release form available.
            C. If you intend on using PHI as a recruitment tool, and the recruitment will not be performed by a member of the AHS work force, you must also submit Request for Partial Waiver of HIPAA Authorization for Recruitment Purposes form.
            D. You can find a sample minor assent form here.

iii. The resume of the principle investigator and any other key project staff.
iv. A certificate of completion of the online tutorial for IRB researchers.
v. A statement clearly indicating that the project leader/principle investigator understands their responsibilities and will assure IRB commitments are followed.

b. You must send all required documents to:

AHS Institutional Review Board
c/o Secretary's Office – 4 North
103 So. Main St
Waterbury, Vermont 05671-0203

c. Your request will be date stamped upon receipt at the AHS Secretary's Office, and your request will be scheduled for review.
   i. Currently, review meetings are scheduled for the first Tuesday of each month.
   ii. If your request is received at least one week prior to the next scheduled meeting, your proposal will be accepted for the next meeting.
d. Your request will be assigned a case tracking number, have a preliminary review by the Administrative Assistant and Board Chair, as well as be assigned a primary and secondary reviewer.
   i. The primary reviewer shall:
      A. Read the full application;
      B. Contact the Principle Investigator for any needed clarifications or questions;
      C. Within seven days of receipt, collaborate with the secondary reviewer to check for completeness, and determine the appropriate level of review;
      D. Provide a verbal summary of the project with any additional clarifications and highlighting any issues for the full IRB.
e. Once submitted for review, a number of things may happen next:
   i. Your application may be recommended for exemption[1] from IRB review;
   ii. Your application may be recommended for an expedited review;
      A. If there is no more than minimal risk to which the subject is exposed, expedited review by the chairperson, or another of the IRB members designated by the chairperson, is allowable as per 45 CFR § 46.101 (2009)

[1] 45 CRF § 46.101(b) allows for exemptions in certain instances.

a. If received within one week prior to the next scheduled meeting, the primary reviewer will bring a recommendation for exemption or expedited review to the full board. The recommendation must include the criteria for exemption or expedited review.
b. If received more than one week prior to the full board meeting, the primary reviewer will bring a recommendation for exemption or expedited review to the IRB Chair. The recommendation must include the criteria for exemption or expedited review.

Note: If a research proposal is not accepted under expedited review it will be considered at the next full meeting of the IRB.

iii. Your application may be sent before the full IRB for review.
   A. A brief acknowledgement will be sent to the principal investigator, giving them the name of the primary and secondary reviewer, letting them know the date of the review and reserving time for either a phone conference or in-person presentation.
   B. A specific 30-minute time slot will be confirmed one week prior to meeting.

iv. The researcher shall be notified within seven work days of the decision of the IRB.
   A. If modifications are required, the researcher must provide the chairperson with written acceptance of the changes before continuing.
   B. If a proposal is disapproved, the researcher is to be notified of the reason for disapproval and will be allowed to resubmit a proposal with modification for future consideration by the IRB.
   C. If a proposal is tabled, the specific information needed in order for the IRB to proceed must be outlined for the researcher.

4. Upon IRB approval, it is your responsibility to inform the Administrative Services Director of that approval.
5. Before any research action can be taken on your part, you must sign an acknowledgment form provided by the DOC.