

HUNTER COLLEGE

INSTITUTIONAL REVIEW BOARD (IRB) FOR THE PROTECTION OF HUMAN SUBJECTS
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<http://www.hunter.cuny.edu/IRB>

IRB REQUEST FOR APPROVAL IN PRINCIPLE

PRINCIPAL INVESTIGATOR #1	
ROLE OF PI IN STUDY	
PRINCIPAL INVESTIGATOR #2	
ROLE OF PI IN STUDY	
TITLE	
FUNDING SOURCE	
PROJECT PERIOD	

GUIDELINES FOR APPROVAL IN PRINCIPLE

- ❖ Many funding sources require IRB approval to release grant funds. The purpose of the Approval in Principle is to allow grant funds to be released to develop the study procedures and tools.
- ❖ Approval in principle is only for funding proposals in which there is a phase during which the investigative team develops or completes instruments, procedures, etc., preliminary to involvement of human participants. If you are actually involving human participants in the planning process such as community-based participatory research, you will need to submit a full IRB application including study instruments, consent documents, etc.
- ❖ To receive approval in principle you must submit a full IRB application (IRB Application, IRB Coversheet, Key Personnel Form, CITI Certificates) any other pertinent documents and provide as much detail as possible. Please note that some of the answers to the questions in the IRB application, such as selection criteria and procedures, will not be relevant at this stage of the project.
- ❖ Approval in principle means the IRB approves the concept of the study. **No contact with human subjects can commence without further IRB review.**

- ❖ As the study progresses, you must submit study concepts, procedures and tools as modifications to the study. You must use the *IRB Request for Addendum/Modification for Approved Protocol* form to do so.
- ❖ The IRB will not review instruments, or procedures in the initial request, as these items should be in the development phase. **Approval in Principle is approval of the planning process.**
- ❖ Approval in principle does not apply to pilot testing studies with human participants, which require a full application.

THE FOLLOWING ITEMS MUST BE ADDRESSED OR ATTACHED:

- When do you anticipate the development phase of this study to be completed?

(Please indicate a date)

- Attach a detailed monthly timeline of the project planning process to this form.

SAMPLE TIMELINE

	Date of Development	Anticipated Date of Implementation
Development of Survey	March 2008	June 2008
Development of Consent	April 2008	June 2008

- Attach a letter explaining why you are requesting an Approval in Principle.

- Certification

I certify that I have read, completed and addressed all items in this request for an Approval in Principle. I will not use human participants in the planning process until further review of the procedures have been submitted and approved by the IRB.

Principal Investigator

Date:

Principal Investigator

Date: