SEATTLE PACIFIC UNIVERSITY

SPU Institutional Review Board
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DNP/IRB Submission Flow Chart

Has your project already been, or will it be reviewed by another institutional IRB or ethics board?

- **YES** → **Email to the IRB:** your final approved (or exempted) protocol and IRB decision letter. *Wait for written SU IRB response before proceeding.*
- **NO** → Will you collect data by observing, interacting with, or intervening with individuals?
  - **NO** → Will you collect data **that includes any identifiable information** from charts, existing documents, or other materials?
    - **NO** → **NO IRB Assessment Needed**
    - **YES** → **Submit IRB DNP Form**
  - **YES** → Is the data focused on individuals' opinions, beliefs, perceptions, feelings, experiences, or choices from a **personal** perspective?
    - **YES** → **Project is Human Subjects Research** but may be exempt from higher level of IRB review. Continue with flow chart to determine appropriate submission form.
    - **NO** → Is the data focused exclusively on quality improvement/assurance, policies and procedures, needs assessment, organizational effectiveness, clinical practices, educational tool implementation, and/or other **professional** perspectives? **[Project is NHSR: Not Human Subjects Research; IRB will assess for best practices management of human participant data .]**
      - **YES** → **Submit IRB DNP Form**
      - **NO** → **Project is Human Subjects Research** but may be exempt from higher level of IRB review. Continue with flow chart to determine appropriate submission form.

Will you recruit from vulnerable populations? Ex: pregnant women/neonates, prisoners, persons experiencing homelessness or decisional impairment. [*Some research with minors may be expedited or even exempt.*]

- **YES** → **Project may require Full Board Review. Contact the IRB as soon as possible for consultation and deadline information.**
- **NO** → Are you asking about sensitive issues that could reasonably cause discomfort, embarrassment, or if disclosed, could lead to stigma or negative consequences?
  - **NO** → **Submit IRB DNP Form**
  - **YES** → Will you collect/record **any identifiers**, whether direct (names, PHI, email) or indirect (demographics, titles, location, etc.)?
    - **NO** → **Submit IRB DNP Form**
    - **YES** → Could a **combination of indirect identifiers**, (e.g., age, race, title, years at current position, etc.) reasonably lead to the identification of a specific individual?
      - **NO** → **Submit IRB DNP Form**
      - **YES** → Will outcomes remain internal to an organization, programs, or services? (That is, not shared beyond the organization.) (*If responses could reasonably place employees at risk,* internal shared results must mask identities through aggregating or anonymizing data.)
        - **YES** → **Submit IRB DNP Form**
        - **NO** → **Expedited Review needed. (Submissions accepted on a rolling basis.) Expect 4-8 weeks to approval, depending on revision requirements.**

Updated April 2021