

## STEPS TO CONDUCT A NURSING RESEARCH PROPOSAL AT AURORA HEALTH CARE

1. **The Aurora IRB will not review your proposal until you have written administrative acknowledgement to submit to the Aurora Research Subject Protection Program (RSPP). The RSPP will ask for a copy of this written administrative acknowledgement. THIS SHOULD NOT BE MISTAKEN FOR IRB APPROVAL.**

You will need administrative approval of your project. Depending on the type of activity you are proposing, you may also need a facilitator or additional administrative acknowledgements.

Before you submit your proposal to the IRB, you must obtain administrative approval from:

- o Center for Nursing Research & Practice which can be reached at 414.219.3606 or via e-mail at [nursing.research@aurora.org](mailto:nursing.research@aurora.org).

A representative of Nursing Research will guide you on what is required for your specific proposal, and your project will be assigned to a Research Associate or Scientist for assistance.

In addition, the following additional administrative acknowledgements may be required:

- o Site Nurse Executive(s) where the research is being conducted;
- o Senior Vice President of Research.

Your Nursing Research representative will also assist you with these requirements as appropriate.

2. Once you have a well-defined proposal and have determined that you would like to conduct your activity at Aurora, go to the Aurora Research Subject Protection Program (RSPP) web site at [www.aurora.org/irb](http://www.aurora.org/irb) to find the appropriate application (IRB Protocol Submission or Exempt Protocol Submission). Each form contains submission instructions. Questions about which form to use can be directed to the RSPP office at 414.219.7744.
3. Each research investigator named on the application will be required obtain Research Certification. Details can be found on the RSPP web site (under Education & Training). You should begin this process early. Final approval will not be issued until each certificate is on file in the RSPP office.
4. Once you have submitted your application to the RSPP, it will be assigned to a Research Compliance Analyst, who will review your proposal for compliance with Aurora policies and federal regulations, and who will contact you about any items that may be missing, or if there are any questions or concerns about your proposal. Once the submission is reviewed and determined to be complete, it will be placed on an IRB meeting agenda or routed to an IRB Chair for final approval, as appropriate.
5. Depending on the type of research you are conducting, the timeline for review and approval can be as short as 2-3 weeks for a well-written submission that qualifies for exempt status or for expedited review. If the research requires convened IRB review and approval, the average turn-around time is 45 days. Please plan accordingly. If you're not sure about the level of required review, please contact the RSPP office at 414.219.7744. We will be able to give you an estimate, but we are not able to make a final determination until we receive the written documents.
6. You will receive a written letter of IRB approval. No research activities (subject screening, consent, data collection) may begin prior to notification of IRB approval. Initiation of research activities prior to IRB approval is a serious violation of Aurora IRB policies and procedures as well as federal regulations.