

**IRB QUALITY MANAGEMENT SURVEY – PDF VERSION**

**Introduction:** Members of USM’s Institutional Review Board (IRB) and Office of Research Compliance (ORC) are conducting this survey to assist in our continuing review and evaluation of IRB and ORC resources and the protocol review process. We are asking all faculty, staff, and students who have been involved in research at USM during the past year to complete the survey. Completion of the survey is voluntary. We ask that you do not put your name or any other identifying information on this survey. In order to assure anonymity of the respondents, data entry and analysis will be completed by an individual who is not a member of the IRB or staff in the ORC. The results of this survey may be made publicly available. Reports will not include any information that will make it possible to identify a participant. Completion of this survey should take about 15 minutes. Thank you in advance for your time and assistance; your input is valuable.

**Contact Information:** The researchers conducting this survey are Marjorie Thomas Lawson and Christina L. Booth. For questions or more information concerning this research you may contact Marjorie Thomas Lawson at 207-780-4114 or [Lawson@usm.maine.edu](mailto:Lawson@usm.maine.edu) or Christina L. Booth at 207-780-4517 or [cbooth@usm.maine.edu](mailto:cbooth@usm.maine.edu). If you have any questions about your rights as a research subject, you may contact Nancy Martz, Director of Operations, Research Initiatives, USM. She can be reached at 207-228-8053 or [martz@usm.maine.edu](mailto:martz@usm.maine.edu).

**Notice:** If you *strongly disagree* with any statements in Part 1 through Part 3, we would appreciate a written explanation in the comment section at the end of the survey.

**Submission:** Please return the completed survey in a sealed envelope to: Office of Research Compliance, USM, 178 Science Building, 96 Falmouth Street, Portland, ME, 04104.

**Part 1: IRB website and information**

We would like to know your opinions about the IRB website and the information it contains. As you read the following statements, begin each with the phrase, *In my opinion*.....

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Undecided</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
1. the IRB policies and procedures are easily accessible via the website.....	5	4	3	2	1
2. the IRB policies and procedures are easy to understand.....	5	4	3	2	1
3. the IRB application forms are organized in a manner to facilitate use.....	5	4	3	2	1
4. the examples of informed consent templates are useful.....	5	4	3	2	1
5. the informed consent templates can readily be adapted to various research projects.....	5	4	3	2	1

**Part 1: IRB website and information - Continued**

We would like to know your opinions about the IRB website and the information it contains. As you read the following statements, begin each with the phrase, *In my opinion*.....

	<b><u>Strongly Agree</u></b>	<b><u>Agree</u></b>	<b><u>Undecided</u></b>	<b><u>Disagree</u></b>	<b><u>Strongly Disagree</u></b>
6. the ability to <i>complete</i> IRB applications electronically is helpful.....	5	4	3	2	1
7. the ability to <i>submit</i> IRB applications electronically is helpful.....	5	4	3	2	1
8. the “Frequently Asked Questions” section of the website is informative.....	5	4	3	2	1
9. the IRB website is a useful resource.....	5	4	3	2	1

**Part 2: IRB Review Process**

IRB review of research proposals is an important and integral part of the research process. Your feedback on the timeliness and helpfulness of the process will contribute to the ongoing evaluation. As you read the following statements, begin each with the phrase, *In my opinion*.....

	<b><u>Strongly Agree</u></b>	<b><u>Agree</u></b>	<b><u>Undecided</u></b>	<b><u>Disagree</u></b>	<b><u>Strongly Disagree</u></b>
10. ORC staff responds to inquiries in a timely manner.....	5	4	3	2	1
11. information received from the ORC staff was helpful in completing the IRB application.....	5	4	3	2	1
12. the IRB protocol review was completed in a timely manner.....	5	4	3	2	1
13. written feedback from the IRB review was helpful.....	5	4	3	2	1
14. required changes to the research proposal were clearly conveyed.....	5	4	3	2	1
15. conditions of approval regarding the research proposal were clearly conveyed.....	5	4	3	2	1

**Part 3: IRB Education Sessions**

Over the past several years numerous educational sessions have been available to USM faculty, students, and staff on topics related to the IRB process and federal regulations affecting research. Your opinions about these presentations will assist us in developing future programs and formats. As you read the following statements, begin each with the phrase, *In my opinion*.....

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Undecided</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
16. campus presentations provide updated information on the IRB review process.....	5	4	3	2	1
17. campus presentations provide updated information on university policies.....	5	4	3	2	1
18. campus presentations provide updated information on federal regulations.....	5	4	3	2	1
19. presentations to classes provide updated information on the IRB process to students.....	5	4	3	2	1
20. the NIH on-line training modules were informative.....	5	4	3	2	1

**Part 4: Additional information**

Please circle the number that represents your best response.

*Only one response for questions 21 through 24.*

21. What is your current status at USM?
1. Faculty
  2. Doctoral student
  3. Graduate student
  4. Undergraduate student
  5. Staff
  6. Other \_\_\_\_\_
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22. Which college/school/department is your **primary** affiliation?
1. College of Arts & Sciences
  2. College of Education & Human Development
  3. College of Nursing & Health Professions
  4. Lewiston-Auburn College
  5. School of Law
  6. School of Applied Science, Engineering, & Technology
  7. Administrative Accounts
  8. School of Business
  9. Muskie School of Public Service
  10. Other \_\_\_\_\_
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**Part 4: Additional information - Continued**

Please circle the number that represents your best response.

*Only one response for questions 21 through 24.*

- 23. Approximately how many times do you access the IRB website with each proposal submission,?
  - 1. 0-5
  - 2. 6-10
  - 3. 11-15
  - 4. 16-20
  - 5. Over 20
  
- 24. How many proposals submissions, including continuing reviews, have you been involved in during the past year?
  - 1. 0-2
  - 2. 3-5
  - 3. 6-10
  - 4. over 10

*Please circle all numbers that apply for questions 25 through 27.*

- 25. For what reasons do you visit the USM-IRB website?
  - 1. Procedures
  - 2. Policies
  - 3. Training
  - 4. Application forms
  - 5. Information about informed consent
  - 6. Information on human subjects practices
  - 7. Updated federal guidelines
  
- 26. What venues do you prefer for IRB educational sessions?
  - 1. Large group presentations
  - 2. Small group presentations
  - 3. Compressed video
  - 4. ITV
  - 5. Video-taped
  - 6. On-line (web-based)
  - 7. Other \_\_\_\_\_
  
- 27. What sources of information about the IRB process would be helpful?
  - 1. Pamphlets/Brochures
  - 2. Posters
  - 3. List-serve
  - 4. Website
  - 5. Other \_\_\_\_\_

**Part 5: Please provide 3 ways that services could be approved or additional comments or suggestions on any of the questions asked above**

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