



Valencia College Institutional Review Board (IRB)
Non-Employees: Steps You Need To Take

12-9-2019

1. As a non-employee, if you are not already sponsored by the appropriate administrator at the college, you cannot conduct any studies at Valencia until you have approval from our Vice President for Analytics and Planning, Dr. Brandon McKelvey.
2. Please contact Ms. Lisa Musrock at 407-582-3830. You will want to work with her to set up a time to talk about your project and please send a copy of your proposed study in advance.
3. The college receives many requests from researchers each year. It is possible that your proposed study will not be approved. If approved you will need a contact to sponsor the work at the college. With that contact, you could then apply for Institutional Review Board (IRB) review.
4. Studies cannot start until a determination has been issued by the IRB. If the study is permitted to move forward by the VPA&P or with the support of a college contact, the IRB reviews determines compliance with federal regulations.
5. Please plan accordingly. The review process can take up to two weeks.
6. Please read the entire application, which outlines step to take and related college policies.
7. The review begins once you have submitted the complete application.

We do not: provide feedback on the proposed study; grant permission for a study to be conducted; nor do we match external researchers with college contacts.