

The Institutional Review Board (IRB) at NOVA reviews all proposals to conduct research at the College. Any NOVA faculty or staff member or any researcher outside of the NOVA community requesting to conduct research at the College must submit a research proposal to NOVA's Office of Institutional Research. Each proposed research project must be approved by the IRB.

NOVA's IRB has implemented the following review schedule for research requests due to the increasing number of study requests. Research proposals must be received by the following deadlines for IRB review prior to the proposed implementation date for the study:

March 1 – Deadline for submitting proposal for study implementation for the Summer semester

July 1 – Deadline for submitting proposal for study implementation for the Fall semester

October 1 - Deadline for submitting proposal for study implementation for the Spring semester

Decisions regarding research proposals will be made in approximately six weeks from receipt of proposal. The timeframe for review is affected based on the extensiveness of the proposal, the completeness of required elements and descriptions in the proposal, and the number of proposals received. Decisions are based on numerous factors including, but not limited to, the number of research studies being conducted at a given time, the number of participants and time required by participants, and overlap at a given time of study topics and/or category of targeted participants.

Researchers should consult NOVA's Research Proposal Guidelines for required elements for IRB review. It is the researcher's responsibility to include all items, otherwise delays in the review process may occur.

All research proposals should be submitted to Dr. George Gabriel, Vice President, Office of Institutional Effectiveness and Student Success Initiatives at ggabriel@nvcc.edu and Kuldeep Puppala, Associate Vice President for Institutional Research, Data Management & Analysis at kpuppala@nvcc.edu.