Institutional Review Board for the Protection of Human Subjects in Research

The A-State Institutional Review Board (IRB) oversees compliance with federal regulations related to human subjects research.

- Board Overview
- Board Roster
- Cayuse IRB
- Processes and Protocol Submission
- Criteria for Review
- Meeting Minutes
- FAQ

Board Overview

The A-State Institutional Review Board (IRB) oversees compliance with federal regulations related to human subjects research. The primary purpose of the IRB is to ensure that the rights and welfare of participants are protected in all research conducted at Arkansas State University. The IRB reviews research protocols, including exempt, exempt-limited, expedited, and full board review categories, and ensures informed consent processes are properly implemented.

Membership is appointed by the Provost and Executive Vice Chancellor for Academic Affairs and Research, in consultation with the Vice Provost for Research & Technology Transfer and college deans, and aims to reflect the diversity of the A-State community. The IRB Chair is appointed by the Provost in consultation with IRB members and the Director of Research Compliance.

The IRB is not a shared governance committee. It reports to the Provost and Executive Vice Chancellor for Academic Affairs and Research and follows federal guidelines under 45 CFR 46 (“Common Rule”).

Board Roster

2025 Roster

Non-Scientific Members

- **Eric Cave, PhD, Chair** – Professor of Philosophy
- **Jordan Butcher, PhD** – Assistant Professor of Political Science
- **Melodie Philhours, PhD** – Associate Professor of Marketing
- **Topeka Small-Singleton, PhD** – Associate Professor, Educational Leadership Doctoral Program
- **Edward Salo, PhD** – Associate Director of Heritage Studies; Professor of History

Scientific Members

- **Christina Akbari, PhD** – Associate Professor of Communication Disorders
- **James Church, PhD** – Professor of Exercise Science
- **Margaret Hance, PhD** – Associate Professor of Psychology
- **Eric Scudamore, PhD** – Associate Professor of Exercise Science

Community Members

- **Shelly Lamb** – Non-Scientific Member
- **Amanda McMillon (Alternate)** – Scientific Member
- **St. Bernards Medical Center**

Non-Voting Members

- **Jenny Estes** – Director of Research Compliance; IRB Administrator

For more information, please contact:
Director of Research Compliance

Phone: (870) 972-2694 | Email: IRB@astate.edu

Cayuse IRB

CAYUSE HUMAN ETHICS

A-State uses Cayuse Human Ethics (formerly Cayuse IRB) protocol management software for all IRB, IBC and IACUC submissions. This is a response-drive web form for electronically preparing, submitting, and routing studies for approval.

- **Request Cayuse Log-In Credentials:**
  If you are a new Cayuse user or have forgotten your log-in credentials, please send a Request for Cayuse Log-In Credentials to CayuseIRB@astate.edu. Please provide:
  - Your name
  - Your status (i.e., faculty, staff, students)
  - Your title (e.g., Associate Professor, Graduate Student, etc.)
  - A-State email address
  - Department
  - Phone number

- **Cayuse Dashboard:**
  To log in to the Cayuse dashboard, please click Cayuse Dashboard Login.

- **Cayuse Training:**
  For questions on submitting your protocol or to schedule Cayuse training, please email CayuseIRB@astate.edu.

- **Cayuse Support:**
  For instructional videos on creating and managing studies and submissions in Cayuse, please click Cayuse Support.

Processes and Protocol Submission

- **CITI Training:** All research team members with access to raw data, including faculty advisors, must complete CITI training before submitting a protocol.
- **Cayuse Human Ethics:** A-State's protocol management software for IRB submissions. Researchers submit new studies, amendments, continuing reviews, closures, and report adverse events through Cayuse.
- **Review Types:**
  - **Full Board Review:** Required for research involving greater than minimal risk or protected populations (e.g., prisoners, pregnant women).
  - **Expedited Review:** For research involving minimal risk or minor changes to previously approved protocols.
  - **Exempt and Exempt-Limited Review:** For research that meets specific federal criteria for educational settings, secondary research, or benign behavioral interventions.

Criteria for Review

Key considerations include:

- Risk vs. benefit to participants
- Protection of participant confidentiality
- Safeguards for vulnerable populations
- Clear inclusion/exclusion criteria
- Adequate data protection and disposal plan
- Compliance with informed consent regulations

Meeting Minutes

Meeting minutes will be uploaded here as they become available. For past meeting dates, refer to the official IRB archives or contact the Office of Research Compliance.

FAQ

Frequently Asked Questions

- **Who must submit to the IRB?** Any research involving human subjects, including students’ class projects if intended to contribute to generalizable knowledge.
- **When should I submit?** Submit before recruiting participants or collecting data. Full board review requests should be submitted at least two weeks prior to the monthly IRB meeting.
- **What should be submitted?** Protocol request form, informed consent documents, training certificates, and any instruments such as surveys or questionnaires.
- **How will I be notified?** Determinations (exempt, approved, not approved) are emailed and a copy filed in Cayuse.