

MOST COMMON QUESTIONS:

Q: Is there a template available for my cover letter?

A: No, the IRB does not provide a specific template for cover letters. However, you are encouraged to follow standard professional formatting and clearly outline the purpose of your submission.

Q: Is there a template for the study abstract?

A: No, there is no specific template for the study abstract. You should provide a clear and concise summary of your study in your own words.

Q: Can I submit a concept paper instead of an abstract?

A: Yes, if you already have a concept paper, you may upload it. However, the IRB prefers a formal abstract as it offers a more concise overview of your study.

Q: Is there a template for the consent form?

A: Yes, the IRB provides a consent form template. You can download it through Ponce Research Institute webpage: <https://www.ponceresearch.com/regulatory-compliance/irb/templates/>

Q: Can the consent form template be adapted?

A: Yes, the template can be adapted to fit the specifics of your study. However, it includes clear instructions that must be followed strictly to ensure compliance with IRB requirements. All required elements must remain in place, and the language should be clear and understandable (8th grade level) for participants.

Q: Does the consent form need to be in both English and Spanish?

A: Yes, the consent form must be provided in both English and Spanish to ensure all participants can fully understand the information, unless the study population exclusively speaks only one language.

Q: Do all documents submitted with the protocol need to be in both English and Spanish?

A: Yes, all documents intended for participant use—such as consent forms, recruitment materials, and questionnaires—must be submitted in both English and Spanish languages due to audit purposes. However, this requirement does not apply to the abstract, cover letter, or approval letters.

Q: Do I need approval to use copyrighted questionnaires in my study?

A: Yes, if you plan to use copyrighted questionnaires, you must obtain written permission from the copyright holder before including them in your study materials. Proof of permission should be submitted with your IRB application. It could be attached right after the copyrighted questionnaire.

Q: Do I need a site approval letter?

A: Yes, if your study will take place at an external institution or any location outside of PHSU, you must provide a site approval letter from the appropriate authority at that site.

Q: What site approvals are required for studies conducted within PHSU?

A: For studies conducted within PHSU, site approval must be obtained from Elizabeth Rivera. If your study involves the Wellness Center, you must obtain specific approval from Juliette Rivera.

Q: Is there a required template for flyers, and how do I get it approved?

A: Yes, there is a flyer template, which you can request by emailing Paula Lugo at palugo@psm.edu. Once your flyer is created, it must be approved by Paula Lugo. Be sure to include both final flyers and her approval email with your IRB protocol documents.



Scan the QR code to
check out past
community updates and
stay informed!



streamlyneirb@psm.edu



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