Ann & Robert H Lurie Children's Hospital of Chicago
Chicago, Illinois

# GUIDELINES FOR NURSING RESEARCH COUNCIL REVIEW PROCESS

1. The Nursing Research Council (NRC) will review all proposals in which:

   A. The Primary Investigator (PI) or Sub-Investigator (Sub-I) is an Advanced Practice Nurse (APN), Registered Nurse (RN) or Nursing Student

   B. The proposal is focused on the nursing profession, nursing care or includes nurses (APN's or RN's) as the study population

2. Any research proposals submitted by an individual other than a Lurie Children's employee must have a Lurie Children's employee or Lurie Children's-based physician who will accept responsibility for the research conducted and act as an internal contact person for the investigator and the NRC. The NRC co-chairperson will help you locate an appropriate internal sponsor if needed.

3. The application process for approval of research proposals includes:

   A. All study materials must be sent electronically. The required application form is available on the Nursing Clinical Governance SharePoint Site under the My Resources tab on the Portal. The form can be accessed using the following link:

      http://portal2/sites/ClinGov/default.aspx

   B. Study Materials

      - Application Form: "NRC Application for Approval of a Nursing Research Project"
      - Curriculum Vitae for each investigator
      - Complete research proposals including:
        - Abstract
        - Study proposal
        - Appendices
        - Letters of support
        - Consent forms
        - Proposed tools

      *See IRB requirements on IRB webpage.

      *Please allow approximately 10 business days for review of your proposal by the NRC **PRIOR TO SUBMITTING TO THE IRB.**

      Send your electronic applications to the Nursing Research Council co-chairs:

Carolyn Kiolbasa, BSN, RN, CAPA
Co-Chair, NRC
Vascular Lesion RN
ckiolbasa@luriechildrens.org

Huong Mai, BSN, RN, CPN
Co-Chair, NRC
Staff Nurse 21st Floor
hmai@luriechildrens.org

C. Proposal Review

A minimum of two members of the NRC, using the "NRC Evaluation Tool", review the proposal package. If necessary, a non-council member who has expertise in the area to be studied may also review the proposal to provide input for the reviewers. The reviewers will present a synopsis of the proposal to the chair(s) with recommendations for approval, approval with recommendations, deferment or disapproval.

D. Notification

A letter from the co-chairperson of the NRC will be sent to the applicant informing him or her of the council's decision. Letters will be sent via email. Every effort is made to assist the applicant with resubmission, when appropriate. When the NRC approves a proposal, a letter of approval will be copied to the assigned Research Compliance Coordinator of the IRB.

E. IRB Submission

After the NRC approval letter is received, the applicant should follow IRB guidelines for submission using the appropriate forms. Requirements (copies needed, deadlines, etc.) vary slightly between those proposals needing full IRB review and those eligible for expedited review.

5. Human Subjects Rights

Rights of all persons who will be involved in the study must be granted and preserved. This includes the person's right to privacy and freedom of consent. No biomedical or behavioral research, development or related activities or projects involving human subjects shall be initiated unless the activity has received approval from the IRB, which determines if human subjects are at risk. If the study does place a human subject at risk, the investigator may obtain legally effective, informed consent from each subject.

6. Provisions for Publications

The Primary Investigator will be asked to inform the NRC if any provision for future publication of research data is considered. Submit a copy of any publication resulting from research to the NRC.

7. Results of the Study

The Primary Investigator may be asked to present findings at a research meeting or forum sponsored by the NRC.