



Summer Undergraduate Research Grant (SURG) Application and Institutional Review Board (IRB) Approval Reference Sheet

Thank you for your interest in applying for SURG! Be sure to reference the [**Student Guidelines**](#) ahead of finalizing your application. See below for more information on submitting a **SURG application** and seeking **IRB approval** for your research project.

SURG Application Process

Before Applying:

- Review the [**Student Guidelines**](#). Confirm that you meet the listed eligibility requirements.
- Meet with your **Faculty Sponsor** to discuss their support of your project. Ensure that your faculty sponsor reviews the [**Faculty Guidelines**](#).
- Confirm your eligibility with the [**Office of Student Employment**](#). You must be eligible for student employment to apply for SURG.
- If your project involves human subjects, begin the [**IRB Approval**](#) process **before** submitting a SURG application.

How to Apply:

- **Log in to [**DynamicForms**](#).**
- **Complete** all required fields.
- **Upload** an unofficial transcript **dated the same day as your application submission**. If you are applying on March 15, the date listed on your unofficial transcript should be March 15.
- For collaborative projects, **list all participants** (up to **3 students** total).
- **Indicate** if you are requesting **expense reimbursement**. You may request up to \$250.00 for associated expenses such as gift cards for interviewees, research-related travel, or necessary research equipment.

After Applying:

- **Complete** the Office of Student Employment **onboarding process**.
 - If you already have a student employment position, no further onboarding is needed.
 - If you are a new hire, you will need to visit the [Office of Student Employment](#) on campus to submit your I9 and other necessary paperwork. *If you do not complete this process ahead of starting your project, your first stipend payment may be delayed.*

After Completing Your Project:

- **Submit a closure report** to LASGrants@depaul.edu. Closure report emails should be titled as follows: *LastName_FirstInitial_SURG_Quarter_Year*.
- If your final project is published and/or presented at a conference, **acknowledgement must be made** to DePaul University, the College of Liberal Arts and Social Sciences, and the Summer Undergraduate Research Grant.

Qualities of a Strong Application:

- **Feasible Project** – Can be completed within the summer grant period.
- **Well-Supported** – Fully backed by Faculty Sponsor.
- **Detailed & Thoughtful** – Clearly explains objectives, methods, and impact.

If you have additional questions, please contact LASGrants@depaul.edu.

IRB Approval Process

Do You Need IRB Approval?

- Your research **requires** IRB approval if it involves **human subjects**, defined as: a *living individual* about whom an individual conducting research:
 - Obtains information or biospecimens through intervention or interaction with the individual and, uses, studies, or analyzes the information or biospecimens; or
 - Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.
- There are several **levels of review** within the IRB approval process:
 - *Non-Reviewable*: Project is not considered research, project does not involve human subjects, and/or project involves no engagement with DePaul or DePaul personnel.
 - *Exempt*: Minimal/no risk.
 - *Expedited*: Minimal risk.
 - *Convened or Full Board Review*: More than minimal risk.
- Discuss with your **faculty sponsor** to determine whether your project requires IRB Approval.
- If you have questions about your specific project that cannot be answered by your faculty sponsor, contact the **[Office of Research Protections](#)** at **ORP@depaul.edu**.

How to Submit Your Project for IRB Approval:

- Use the **[eProtocol online submission system](#)**.
- Be sure to thoroughly plan your research ahead of submitting your project for IRB approval.
- More information is available on the **[Office of Research Services website](#)**.

IRB Process and Timeline:

- Once you **submit** through the eProtocol system, the IRB subcommittee will **review** the materials and ask for **revisions** in about **7-10 business days**.

- Submit your **revised materials** through the eProtocol system. The IRB will review the materials and either **approve** your research or request **additional revisions** in about **7-10 business days** from your revised submission.
- The **revision process** will continue until the research is approved.
- Once approved, you will receive **approval notification** via email, with the formal approval letter within the eProtocol system.
- *You are strongly encouraged to apply for IRB Approval ahead of applying for SURG in order to avoid delays and afford time for making revisions. If you require and do not receive IRB Approval by the time your SURG application is reviewed, it will be put on a hold until IRB approval is granted.*

If you have additional questions, please contact ORP@depaul.edu.