

**Pacific Lutheran University
School of Nursing
HPRB Guidelines for Quality Improvement Projects**

The following guidelines are developed to provide instruction to students and faculty conducting Quality Improvement projects or questioning whether a project is Quality Improvement or “human subjects research.” Please follow the steps below:

- Go to the PLU HPRB website: <https://www.plu.edu/hprb/>. Go to the appropriate tab for Students or Faculty and read through the information for STEP 1 (Do you need review?).
- You can also go directly to our online proposal submission site, Mentor, through Quick Links on the left side. There is a pre-survey that will help you determine if your project is QI. To get to the pre-survey in Mentor, click on the HPRB tab. Click on My Proposals (along the left). Then click on the Create New Proposal button. This launches a pre-proposal survey. Complete the Pre-Proposal Diagnostic Survey.

If your project is likely QUALITY IMPROVEMENT (QI):

And your RESEARCH SITE HAS ITS OWN IRB:

- **Submit your proposal to the institution/site where you are conducting the project.** When you receive official verification from that IRB, please keep that document for your records. It is for your protection. It may also be needed if you eventually want to submit your results for publication, as journals may require some proof of IRB review and verification as QI. The PLU HPRB does not need a record of this.

And your RESEARCH SITE DOES NOT HAVE AN IRB:

- **Submit your proposal to the PLU HPRB using Mentor.** Through Mentor, your project will be assigned to one of the nursing HPRB Unit Designates for review. Your Unit Designate will send comments to the HPRB chair and you will receive an email letter from the chair when your review is complete. You may be asked to respond to stipulations before a final determination is made. If your project is verified as QI, you will receive an official letter, stating that the project is QI and not subject to IRB review (per federal regulations). When you receive official verification, please keep that document for your records. It is for your protection. It may also be needed if you eventually want to submit your results for publication, as journals may require some proof of IRB review.

If your project is likely HUMAN SUBJECTS RESEARCH:

- Submit a full proposal to the PLU HPRB using Mentor. Unless your project involves minors (or other vulnerable participants), it will be reviewed under Expedited Review (e.g., for interviews, focus groups, non-anonymous or sensitive surveys) or Exempt (e.g., for no risk, anonymous surveys). You may receive a letter requesting revisions (stipulations). Once your proposal or revisions are approved, you will receive official HPRB approval. This approval will be good for one year.

If you are a student and your Nursing instructor wants you to understand how to submit a full HPRB proposal:

- You will complete an HPRB proposal in Qualtrics (rather than Mentor) using the following link. https://plu.az1.qualtrics.com/jfe/form/SV_cMxTKKGYIGXVCGp You will be able to download a copy of your completed proposal and submit it to your instructor. **PLEASE NOTE:** If you are completing the proposal for practice as required by your instructor, you should NOT also complete a full proposal through Mentor.