



monk prayogshala®

4114, Oberoi Garden Estates 'C' Wing, Next to Chandivali Studios, Powai, Mumbai – 400072, India

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## Monk Prayogshala Institutional Review Board Process: FAQs

This document outlines some Frequently Asked Questions regarding the Monk Prayogshala Institutional Review Board (MP IRB) Process. In case you are unable to resolve your query after going through this document, please contact Dr. Hansika Kapoor at [hk@monkprayogshala.in](mailto:hk@monkprayogshala.in).

### 1. Is the MP IRB certified?

Monk® Prayogshala® has an Institutional Review Board (IRB) that screens all human participants research for ethical concerns prior to commencement. Our IRB is Federalwide Assurance (FWA) compliant under the United States Government's Department of Health and Human Services. As of January 2024, are currently in the process of registering under the Department of Health Research, Government of India.

### 2. How do I apply to the MP IRB?

First, submit an enquiry on our website by filling in a form:

<https://www.monkprayogshala.in/institutional-review-board>

Here are the notes regarding an indicative timeline:

- Contribution is determined based on the nature of the entity applying (professional or student).
- Contribution for the IRB to be made (you will receive a payment link in another email; contribution to be made in INR. We will require the PAN of the entity making the contribution).
- We'll send our IRB template to you, which needs to be filled in a week ideally.
- The application is sent for review (4-5 weeks at the most)
- Reviewer comments are to be shared with you and there is scope for revisions
- You revise the IRB document and resubmit it
- Pending approval from the committee, final IRB docket to be sent to you

### 3. I am affiliated with a University/Organization in India. Can I apply to the MP IRB?

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Yes, you can.

**4. I am affiliated with a University/Organization outside India. Can I apply to the MP IRB?**

Yes, you can. However, if you do not have the means to make a contribution in INR with an entity that has a PAN card, please contact Dr. Hansika Kapoor to redress this.

**5. I am collecting data from Indian nationals only. Can I apply to the MP IRB?**

Yes, you can.

**6. I am collecting data from all over the world. Can I apply to the MP IRB?**

Yes, you can.

**7. How much time does the MP IRB process take?**

The process takes between 4-6 weeks from start (submitting the enquiry form on our website) to finish (receiving the final IRB docket post reviews and revisions). Note that this is contingent on timely submission of the IRB protocol as well as supporting documentation by the researchers in the initial review stage, and timely submission of responses at subsequent review stages.

**8. Who will be reviewing the form that I submit? What is the composition of the MP IRB?**

The Ethics Review Committee at Monk Prayogshala consists of a diverse range of early-career researchers, professionals, members of the lay public, and domain experts. In the interest of anonymity of the review process, we do not disclose the identities of the reviewers prior to approval or rejection. Each IRB protocol is typically reviewed by four-five reviewers, including the chair. These reviewers are assigned to protocol on the basis of their availability as well as relevant expertise to the area of work. All reviews are submitted to comply with the ethics code at MP as well as international standards of ethics review prescribed for social and behavioural sciences research by organizations such as the American Psychological Association (APA) and for India by the Indian Council for Medical Research (ICMR).

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## 9. What documents do I need to submit to the MP IRB?

We will share a Google doc with the IRB form to be completed by you. In case you are collecting primary data from participants, you will also need to submit any materials/questionnaires/survey instruments/interview guides as required. Apart from that, you are free to share any additional material that can support the IRB application.

## 10. I have supplementary materials as well. How can I submit that to the MP IRB?

Please upload any supplementary materials into a Google Drive folder and share that as a publicly accessible link when you are submitting the IRB form on Google docs.

## 11. In the IRB form, what do References mean?

References are academic references of literature in the field. These link the current project for which the protocol is being submitted with prior work in the same or adjacent domains.

## 12. In the IRB form, what do Materials mean?

Materials can refer to survey instruments, discussion guides, psychometric scales, as needed within your project.

## 13. Can you give me a list of past Universities or Organizations that have received approval from the MP IRB?

In the past, we have reviewed projects from research teams based at the University of California, San Francisco (UCSF), Rutgers University, Harvard T.H. Chan School of Public Health at Harvard, London School of Economics and Political Science (LSE), Jawaharlal Nehru University, University of Montreal, University of Edinburgh, Humboldt University Berlin, University of New South Wales, International Initiative for Impact Evaluation (3ie), Dvara Research, Vihara, Child Rights and You, and Magic Bus India Foundation, to name a few.

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**14. Are there specific dates on which the MP IRB meets?**

The MP IRB draws upon a pool of potential reviewers for each proposal; there are no fixed dates that the IRB meets and the process occurs remotely and asynchronously online.

**15. I already have IRB approval from another University. Will I get an expedited review from the MP IRB?**

You can certainly append the IRB approval from the University when submitting your MP IRB form. However, depending on the nature and scope of the project, this external approval does not guarantee whether you will receive an expedited approval from the Prayogshala IRB.

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