

Instructions for getting IRB approval for a thesis, document, or dissertation in Music

1. Check with your applied teacher and inform them that you are going to use interviews, observations, or other interactions with performers, composers, or other musicians for your research. Your applied teacher will serve as the “Primary Investigator” or PI for your research, so you must confirm your plans with him or her.
2. Visit <http://www.humanresearch.msu.edu> and click on “Investigator Login” in the left-hand column. Enter the Z number *from your PI’s faculty ID card* (the Z number can be found directly below the name on the ID card).
3. Click on “IRB tutorial” to take the human subjects tutorial. You will be asked to take several short exams based on readings in the tutorial. You **AND** your PI will have to pass this tutorial in order to process your application. Your PI will have to complete the tutorial successfully before you can get your application processed.
4. Once you have completed the IRB tutorial, you are eligible to submit your application to IRB. Visit <http://www.humanresearch.msu.edu> again and go to the “Resources” list in the third column from the left. It looks like this:

Resources

[PI Checklist - Initial Applications](#) (PDF)

[Consent Templates](#)

[Exempt Consent Template](#) (PDF)

[Form Instructions](#)

[Frequently Asked Questions](#)

[Instructions for Initial Applications](#)

5. Familiarize yourself with each of the resource links in this list. Since most IRB applications in music tend to be “exempt” from a full review by the IRB committee, you will probably only need to submit your consent form (which must be prepared for and signed by each participant in your study) and an application for IRB approval.
6. When you are ready to submit your application, visit <http://www.humanresearch.msu.edu>, click on the “Investigator Login” tab, enter your PI’s Z number and click on the “New Initial Application” link toward the bottom of the page and follow the directions.