An Institutional Review Board (IRB) is a committee established to review and approve research involving human subjects. The purpose of the IRB is to ensure that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines. The Human Subjects Institutional Review Board (HSIRB) is a local review board, established by the WMU Board of Trustees in accord with federal regulations, to interpret and apply federal regulations, state law, and research sponsor requirements for the use of human subjects in research. The HSIRB is charged with the protection of the rights and welfare of human subjects in research conducted under the aegis of Western Michigan University.

Honors Thesis Project Checklist

**Early Junior Status**
- Begin thinking about a topic.
- Register and take HNRS 4980 “How and Why to Write an Honors Thesis” (for students entering the honors college Fall 2015 and later)
- Attend an Honors Thesis Workshop and review the HSIRB website found at http://www.wmich.edu/research/compliance/hsirb
- Talk to faculty about your ideas.
- Select chair for your committee. (Make sure he/she is familiar with the HSIRB).

**Late Junior Status**
- Focus your topic.
- Have your topic approved by the chair of your thesis committee.
- Form your thesis committee.
- Complete your thesis declaration form.
- Begin reading about and designing your project.
- Plan a thesis time line with your committee.
- Work on the objectives and background.

**Junior Spring/Summer**
- Obtain (on line) the application and guidelines for submitting your project to the HSIRB.
- Write your protocol and consent form.
- Meet with your thesis committee chair to review your HSIRB protocol.
- Complete the HSIRB application and submit it to the HSIRB office.
- Write revisions as requested by HSIRB.
- Wait for approval from HSIRB.
- Begin data collection.

**Senior Year**
- Check in regularly with your chair.
- Complete your research.
- Have a draft ready two months before deadline.
- Review draft(s) with all committee members.
- Schedule oral defense with thesis committee.
- Pick up the thesis packet at the Honors College.
- Defend your thesis prior to graduation.
- Submit all required materials as described in the thesis packet within thirty days of graduation.