

# IRB CHECKLIST

## (Faculty Applications)

- \_\_\_\_\_ Download IRB Training Manual and/or watch training video (we strongly recommend to download and print manual)
- \_\_\_\_\_ Create Profile (profile validation will take a few days)
- \_\_\_\_\_ Take HPPERT certification (2-3 hour process) (copy of the certificate must be sent to ORSP)
- \_\_\_\_\_ Complete application (we recommend to Save your work periodically, see page 8 of the manual)
- \_\_\_\_\_ Attach any and all necessary documents to the application (see pages 18-19 of the manual)
  - letter of support (if needed) must be on letterhead and must be signed
  - consent form (if needed) use consent form template provided in the system
  - assent form (if needed) use assent form template provided in the system
  - interview or survey protocol (if needed) must be in word 2003 or pdf format
- \_\_\_\_\_ Submit application (see page 19 of the manual)

### Route procedure for Faculty applications:

Once the application has been submitted, the application will go to the IRB Coordinator for pre-scanning, once application has been pre-scanned and given the green light to move forward, the application will go to the Department Chair, once the Department Chair has reviewed and approved the application it will do to the College Dean, once the College Dean has reviewed and approved the application it will move into IRB Intake. Once in IRB Intake, the review and approval process could take 1-2 weeks depending on the volume of applications being submitted.

At anytime in the route process, the application may get returned to the PI for changes and/or corrections. At that point, the route process begins all over; therefore, it is important that the application is as complete as possible when submitted.

Once application has been reviewed by the IRB, the PI will receive an email with the Official Communication from the IRB regarding the protocol submission. ***The PI may not start collecting data for his/her research until they have received official approval from the IRB.***

To check the status of your application, log into the system, click on My Human Subjects, then click on Show/List, you will see your application(s) listed (*if you have more than 1 application listed and need them deleted, please email Trisha Allen at trishaallen@shsu.edu with application #'s to be deleted along with a brief description as to why the application needs to be deleted*). Click on the folder under Actions, this will open up to the Submissions page. There you will see the status of your application. If the status of your application says "In Development," either the application has not been successfully submitted, or it has been returned to you for changes or corrections.

To see comments made about your application, click on the folder under Open on the Submissions page, this will open up to the Components for Initial Review page. There you will see the route progress of your application as well as the comments.