Submission Process

1. Submit your protocol electronically via IRBnet; refer to the instructions or training video for help. All documents must be submitted electronically, so if you have hard copies, you will need to scan them and upload them to IRBnet. Complete the online application form available in IRBnet.

2. All the necessary documents must be included (all necessary forms are housed in the document library at IRBnet) with the online IRB application form.

3. Submit your application via IRBnet.

*You must make a preliminary judgment about the level of review required for your application on your online application form. The administrator will then determine the level of review after submission.*

Investigator Checklist

- [ ] The application includes a brief lay abstract (no more than 2 pages) stating the purpose of the study.
- [ ] The abstract includes a description of tasks the subjects will be asked to complete.
- [ ] The application and consent forms include a full description of anticipated risks and benefits of study participation.
- [ ] Provisions have been made to minimize risks and those procedures are outlined on the application and consent forms.
- [ ] Provisions have been made and documented to care for subjects in case of accident or injury.
- [ ] Procedures to maintain confidentiality have been fully described.
- [ ] Provisions have been made to obtain informed consent from all individuals related to the study. (e.g., parents, subjects, cooperating institutions, etc.)
- [ ] All questions on the application form have been completed.
- [ ] All supporting documents have been attached. Supporting documents must be in final form as you intend to distribute them. Your application will be returned if these documents are not included:
  - Application
  - Advertisements
  - Survey instruments
  - Consent form
  - Recruitment letters
- [ ] If this study requires approval of another committee or cooperating agency, please attach letters of approval (or the agency permission form).
- [ ] Appropriate departmental signatures and signature of research advisor for student research have been obtained