GUIDANCE FOR <u>STUDENTS</u>

WHO SEEK IRB APPROVAL OF NEW AND RENEWAL APPLICATIONS

STEP 1: Obtain a faculty member to serve as the Principal Investigator (PI) on your research/thesis/dissertation project. Most students select their research advisor or the faculty person responsible for oversight of their research activities. Students cannot be listed as the PI and must be listed as the Student Investigator (SI).

STEP 2: Complete all of the necessary research training including: (1) Responsible Conduct of Research (RCR) offered through the Graduate School and (2) the online CITI modules.

STEP 3: Obtain the correct application form on the ORRC website. Use the form most appropriate for the type of research you are conducting. Most students will submit the C-1 Form for research involving human participants qualified as minimal risk. If your study involves animals, then an IACUC application must be submitted. If your study involves human tissue, rDNA, viruses, vectors, plasmids, or bioagents then an IBC application must be submitted.

STEP 4: For a complete application, it must be signed and dated by the Principal Investigator/Faculty Advisor, Department Chair or Director, and the Dean of your school/college **prior** to submitting to ORRC.

STEP 5: Attach **all** of the required attachments for the Principal Investigator PI and the Student Investigator (SI):

□ Completed application form with **all** signatures.
□ PI Assurance Form
□ PI Conflict of Interest Form
□ PI CITI Certification
□ PI Bio/CV

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☐ SI Conflict of Interest Form
☐ SI Bio/CV
☐ SI RCR Certification
☐ SI CITI Certification
☐ Consent Documents
☐ Assent Documents (if applicable)
☐ SI Thesis/Dissertation Committee Approval Sheet
☐ SI Thesis/Dissertation Proposal
☐ Letters of Collaboration and/or support (if applicable)
☐ Letter of Request for Expedited Review (if applicable)

STEP 6:   One original copy with the legible signatures should be submitted to the ORRC. This can be done in person or via online submission.

STEP 7:   Under normal circumstances the IRB review process will take approximately 2 to 4 weeks from the date of review. Students who seek candidacy or graduation are advised to submit research applications four (4) months in advance of their projected research start date. No research can be conducted without the approval of a regulatory committee (IRB, IBC, IACUC).

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