

**GUIDANCE FOR FACULTY AND RESEARCH STAFF**

**WHO SEEK IRB APPROVAL OF NEW AND RENEWAL APPLICATIONS**

- STEP 1:** Determine which IRB Committee (Medical or Non-Medical) you plan to submit. This determination will inform the Principal Investigator (PI) of the submission deadlines for Committee review. As a general rule of thumb, if your proposed research involves a medical procedure or biological sample, then it would be reviewed by the Medical Committee. If your proposed research is socio-behavioral then it would be reviewed by the Non-Medical Committee. Schools/colleges in the Health Sciences division typically are submitted to the Medical Committee and schools/colleges in Academic Affairs division are typically submitted to the Non-Medical Committee.
- STEP 2:** Complete all of the necessary research training including: the online CITI modules. Student Investigators (SI) who will participate on the study must complete the CITI and the Responsible Conduct of Research (RCR) (for Graduate School students).
- STEP 3:** Obtain the correct application form on the ORRC website. Use the form most appropriate for the type of research you are conducting. (Note: 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.) All applications must be typed.
- STEP 4:** For a complete application, it must be signed and dated by the Principal Investigator, 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, study personnel, and Student Investigator (SI) if applicable:

- Completed application form with **all** signatures.
- PI Assurance Form
- PI Conflict of Interest Form
- PI CITI Certification
- PI Bio/CV
- Consent Documents
- CVs of all personnel on the study
- CITIs of all personnel on the study
- Conflict of Interest forms for all personnel on the study
- Grant application (if applicable)
- SI Conflict of Interest Form (if applicable)
- SI Bio/CV (if applicable)
- SI RCR Certification (if applicable)
- SI CITI Certification (if applicable)
- Assent Documents (if applicable)
- Letters of Collaboration and/or support (if applicable)
- Letter of Request for Expedited Review (Non-Medical only, 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).