



Institutional Review Board

Human Subjects Review Application/ IRB Protocol Submission Instructions

Requests for Human Subjects Review must be made at least two weeks in advance of scheduled IRB Meetings. (See meeting schedule and due dates.) This is true for all requests, including projects not requiring full committee review (exempt studies, modifications, continuing reviews of existing protocols). Each proposal submitted to the IRB shall consist of the following components:

- **Human Subject Review/IRB Protocol Application Form**
- **Approved Proposal, including appropriate signatures and detailed study plan**
- **Informed Consent Form (See the Informed Consent Template.)**
- **Copies of all instruments (e.g. questionnaires, surveys, interview scripts) to be used**
- **Examples of recruiting tools to be used (e.g. letters, fliers, advertisements)**
- **Evidence of completion of human subjects training (CITI) for all investigators and faculty sponsor(s) listed.**

***An IRB webpage with links to required documents and other important information will be available Fall 2016.**

Please electronically submit all required forms to IRB@gram.edu and send the original, signed, (**hard copy**) signature page (page 9 of the [Human Subject Review/IRB Protocol Application Form](#)) to the GSU - IRB Chair, Dr. Carolyn Jackson, GSU Box 4305, Grambling, LA 71245. **Reviews cannot be completed until all application components listed above have been received.**

****Please note that faculty and students must show evidence that training has been completed in the past 3 years. Reviews will not be completed until updated training certificates are presented for all PIs and faculty sponsors listed, even if they have been previously submitted with another protocol****

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Submission Checklist

Please supply the HIGHLIGHTED missing items.

Researcher(s): _____

Date Submitted: _____

All materials should be typed.

1. ____ Completed **NEW** 2016 HSR/IRB Application
2. ____ Approved proposal/prospectus with appropriate signatures (Major Professor, Dept. Head, Dean, etc.)
3. ____ Informed Consent Form and/or Assent Form and Parental Consent Form, (as applicable)
4. ____ CITI research training certificates for ALL members of the research team (no more than two years old if NIH/can not expire during study period.)
5. ____ ORIGINAL (hard copy) Signature Page (from the IRB/Protocol/HSR application) with **GSU Faculty Mentor/Advisor signature (for Student PI's).**

OR

____ ORIGINAL (hard copy) Signature Page (from the IRB/Protocol/HSR application) with **GSU Department Head signature (for Faculty PI's).**

6. ____ Copies of all questionnaires/surveys, interview scripts, etc.
7. ____ Copies of all solicitation letters, recruitments flyers, emails, phone scripts, etc.
8. ____ On-site approval letter or form (for research at a non-GSU site, for example, at a hospital, school, clinic, etc.).

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September 2016-May 2017 Meeting Schedule

The GSU-IRB meets on the first Monday of the month during the academic year. (Fall and spring semesters, only.) Board meetings are not held nor are applications reviewed during the summer months. To be added to the agenda and reviewed at a scheduled board meeting, complete applications and training documentation should be submitted via email to irb@gram.edu by no later than Noon on the requisite *IRB Application Submission Deadline*.

<u>IRB Meeting</u>	<u>Application Submission Deadline</u>
September 12 th	August 29 th by Noon
October 3 rd	September 19 th by Noon
November 7 th	October 24 th by Noon
December 5 th	November 21 st by Noon
January 9 th	December 26 th by Noon
February 6 th	January 23 rd by Noon
March 6 th	February 20 th by Noon
April 3 rd	March 20 th by Noon
May 1 st	April 17 th by Noon

Please note that all researchers must complete IRB training and the CITI Training Completion certificate must accompany all submitted IRB applications. No application will be processed without the CITI Completion report and other required documents.