



## Institutional Review Board

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### **Human Subjects Review Application/ IRB Protocol Submission Instructions**

The GSU - IRB requests that you submit your protocol at least two weeks in advance of [scheduled IRB meetings](#) to give the committee enough time for proper review. Protocols submitted after the two – week period will be reviewed at the next scheduled monthly meeting. Even for projects not requiring full committee review (including modifications or continuing reviews of existing protocols), investigators should support appropriate documentation no later than two weeks prior to a scheduled meeting for appropriate review.

Each research 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.

**\*\*Please note that faculty and students must show evidence that CITI 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\*\***

Please electronically submit all required forms to [IRB@gram.edu](mailto: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, Betty E. Smith Nursing Building - Room 147. **Reviews cannot be completed until all application components listed above have been received.**



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### Submission Checklist

Please supply the HIGHLIGHTED missing items.

Researcher(s): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

All materials should be typed.

1. \_\_\_\_\_ Completed 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 2017 – May 2018 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 have your Request for Human Subjects Review added to the agenda and reviewed at a scheduled board meeting, completed applications and training documentation should be submitted via email to [irb@gram.edu](mailto:irb@gram.edu) by no later than Noon on the requisite *IRB Application Submission Deadline*.

#### IRB Meeting

#### Application Submission Deadline

September 11<sup>th</sup>

August 28<sup>th</sup> by Noon

October 2<sup>nd</sup>

September 18<sup>th</sup> by Noon

November 6<sup>th</sup>

October 23<sup>rd</sup> by Noon

December 4<sup>th</sup>

November 20<sup>th</sup> by Noon

January 8<sup>th</sup>

December 22<sup>nd</sup> by Noon

February 5<sup>th</sup>

January 22<sup>nd</sup> by Noon

March 5<sup>th</sup>

February 19<sup>th</sup> by Noon

April 2<sup>nd</sup>

March 19<sup>th</sup> by Noon

May 7<sup>th</sup>

April 23<sup>rd</sup> by Noon

Please note a **CITI Completion certificate, for all researchers and faculty sponsors, must accompany all IRB applications.** Applications submitted without the CITI Completion report and other required documents will not be processed for review.