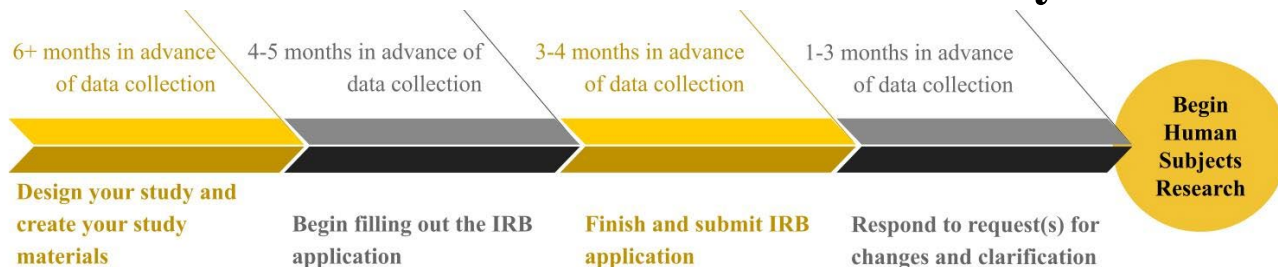


IRB Timeline and Checklist for Faculty Advisors



Pre-Submission

- Preparation for IRB review needs to start at least a semester before data collection is planned to begin.
- Ensure that you and your student both have up-to-date CITI Training certificates.
- Visit the IRB website to access the Cayuse link, consent/assent templates, and guidance documents.
- All study materials and procedures must be fully developed before an IRB application is submitted.
- If desired, email irb@appstate.edu to schedule a pre-submission consultation with IRB staff.
- Both the student researcher and the faculty advisor must be listed as personnel on the application. The Principal Investigator (PI) must be a faculty member.
- Before the IRB Office can receive your student's application for review, you must certify the completed submission in the system. Before clicking "Certify", you must first review your student's application to ensure that it is internally consistent and that it matches the student's approved prospectus.

Review Process

- Different levels of review (i.e. Exempt, Expedited, or Full Board) require different lengths of time. You and your student must plan accordingly, and submit the application well in advance of when approval is needed.
- IRB staff will contact you if clarifications or changes are needed. Please resubmit the revised application in a timely manner so that the review can proceed.
- Students require assistance with addressing required changes to their IRB submission. If neither you nor your student understand what is requested in the required stipulations, please email irb@appstate.edu.
- If you have not received correspondence from the IRB office within 10 business days of submission (or resubmission), please feel free to email irb@appstate.edu for a status update.
- Once the review process is complete, you will receive an email from Cayuse with an Approval or Exemption Letter. **YOU ARE NOW READY TO START YOUR RESEARCH PROJECT.**

Post-Approval and Additional Responsibilities

- You are responsible for ensuring that the research is conducted **exactly** as described in the approved application.
- Any changes to the research procedures or study documents require additional review. Please use Cayuse to submit a MODIFICATION request. This request must include all new or revised documents **and** describe all changes you intend to make to the research procedures. **You and your student are not permitted to implement these changes until you receive an updated approval or exemption letter.**
- If an adverse event or unanticipated problem occurs during the research, contact the IRB Office immediately.
- You are responsible for ensuring compliance with additional laws, regulations, and policies that may apply to your research (such as FERPA, HIPAA, state and local laws, and university policies).
- If the research will be conducted off-campus, you are responsible for obtaining site permission (if applicable) and ensuring that the research is conducted in accordance with all relevant rules, policies, and restrictions of the research site.
- After research procedures are complete and all identifiers have been destroyed, please use Cayuse to submit a CLOSURE request for your study.

