Pre-Submission

[ ]  Choose a Faculty Advisor and discuss your project with your advisor.

[ ]  If you are unsure if your project needs IRB review, please contact our office to discuss.

[ ]  Check our website for IRB information including CITI training requirements, IRBIS link, consent/assent templates, Letter of Agreement templates, and our FAQ section.

[ ]  Start your application. *Note: You do not have to complete your application in one session, you can leave your application in drafts and continue to work on it until you are ready to submit.*

[ ]  Start drafting your study materials:

[ ]  Statement of Intent (if applicable)

[ ]  Consent/Assent (if applicable)

[ ]  Recruitment emails (if applicable)

[ ]  Recruitment flyers (if applicable)

[ ]  Surveys and Interview Questions (if applicable)

[ ]  Letter of Agreement (if applicable)

[ ]  If you are recruiting from a non ASU site, please contact the site and have them sign a Letter of Agreement/Support. *Note: A LOA template can be found on our site.*

[ ]  Before submitting your application, contact all study team members to ensure they have completed CITI training. ***Note: Your project will not be approved or exempted if your FA has not completed CITI.***

# Submission

[ ]  Submit your application in IRBIS- **In order for an application to be considered complete and ready for review it should include all study documents that will be used (ie. surveys, questionnaires, instruments/inventories, recruitment flyers and emails, consent and assent forms)**

[ ]  Contact your FA to let them know that you have submitted your application and they should have received an IRBIS generated email asking them to certify the submission. ***Note: We will not receive your application until your FA has certified the submission.***

[ ]  If you have not received an approval/exemption letter or any other correspondence from our office within 10 business days, please feel free to contact us.

[ ]  Typically, once we have reviewed your submission, we will contact you if additional clarification is needed, or to ask that you revise your application/study documents. Please respond in a timely manner so that we can finish the review quickly.

[ ]  Once we have reviewed your application/study documents we will send you an Approval/Exemption Letter using IRBIS. **YOU ARE NOW READY TO START YOUR RESEARCH PROJECT.**

# Post Approval

[ ]  If you would like to make revisions to your application or study documents, please use IRBIS to fill out a MODIFICATION form. ***Any revised documents MUST be uploaded for review.***

[ ]  If you have an adverse event, please contact us immediately and we will let you know what documents need to be submitted to our office.

[ ]  Once your study is complete please use IRBIS to fill out a CLOSURE form for your study.