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.