



## FLORIDA ATLANTIC UNIVERSITY

### **STEPS TO SUBMITTING AN APPLICATION TO THE IRB**

Please use this IRB checklist to assist you in completion of your new study application. All IRB applications should be submitted electronically using the IRBNet electronic system: [www.irbnet.org](http://www.irbnet.org). Attach the following required documents and applicable consent forms.

#### **Review Research Integrity website**

- ✓ The Research Integrity website contains the following information.

<https://www.fau.edu/research/research-integrity/>

- Frequently Asked Questions (FAQs)
- Do I Need IRB
- What to Submit to IRB
- How to Submit via IRBNet
- When to Submit to IRB
- Meeting Schedule
- HIPAA & Research
- Mandatory Training
- Guidance for Researchers
- External Links

#### **Complete Mandatory Training**

- ✓ CITI training for the PI and all key study personnel is the required IRB training. Complete the Social & Behavioral Research Investigators course or Biomedical Research Investigators course. [www.citiprogram.org](http://www.citiprogram.org)
- ✓ Save your CITI completion report as .pdf file.
- ✓ FAU Policy: CITI course is valid for 3 years, and training must be renewed by taking the Refresher course.
- ✓ If you completed online course at another institution you can affiliate with FAU. If you forgot your Username or Password they have a link "Forgot Username or Password?"

#### **Register IRBNet System**

- ✓ New User Registration is available at [www.irbnet.org](http://www.irbnet.org)
- ✓ You create your own Username and Password
- ✓ Forms and Templates are available in IRBNet (Routinely updated)
- ✓ Link your CITI Training report to your "User Profile"
- ✓ Create New Project

## Complete IRB Application

- ✓ IRB Application (*Form 1*) accessible in IRBNet
- ✓ List a faculty member as the Principal Investigator.
- ✓ List everyone that will be engaged in conducting the study as Study Personnel.
- ✓ Link or attach CITI completion reports for PI and all key study personnel
- ✓ Research Protocol/Plan (*Choose Appendix form 1a – d, most appropriate*)
- ✓ Recruitment materials (*ads, flyers, email, or phone script, etc., if applicable*)
- ✓ Data Collection Instruments / Questionnaires / Surveys / Interview Questions (*if applicable*)
- ✓ Informed Consent Document(s) (*Choose the consent form/process most appropriate*)
- ✓ HIPAA Documents (Protected Health Information - Privacy Rule) (*if applicable*)  
<http://www.fau.edu/research/research-integrity/hipaa-and-research.php>
- ✓ Translated Consent Document for non-English speaking subjects, and Form 14: Translation Affirmation Form (*if applicable*)
- ✓ Detailed Letters of Cooperation or site agreements (*if applicable*)  
(*for research involving collaborative sites*)

## Share Project – SIGNATURES REQUIRED

- ✓ Click “Share this Project” and add respective names that are required to sign your application.
- ✓ Obtain required signatures electronically **BEFORE** you submit your application.
- ✓ IRB application Assurances and Signatures page indicates which persons must sign the project submission. See Assurance by Principal Investigator, Department Chair, and in some Colleges the College Dean.
- ✓ College of Education also requires Dr. Don Torok signature
- ✓ College of Medicine also requires Dr. Janet Robishaw signature
- ✓ College of Nursing also required Dr. Linda Weglicki signature

## Submit Package / IRB Application

Click “Submit this Package” once signatures are obtained. Research Integrity staff will evaluate your submission for completeness and assign it for review. Allow 4-6 weeks for the IRB review process.

If you have any questions review the Research Integrity, Human Subjects (IRB) website at:  
<https://www.fau.edu/research/research-integrity/>, email [researchintegrity@fau.edu](mailto:researchintegrity@fau.edu)

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