

IRB Application Submission Tips

1. Complete the required CITI training in human subjects protection. Refer to the NEIU IRB website for more information and instructions.
2. Use Exempt Categories Checklist to determine if your research may qualify for exemption. **Include the exempt checklist with your application.** Use Expedited Categories Checklist to determine if your research may qualify for expedited review. **Include the expedited checklist with your application.** Studies that do not qualify for Exemption or Expedited review will be reviewed by the IRB at a convened meeting (Full Board review).
3. **Answer all questions on the application form.** The incomplete form will not be accepted for review.
4. **Secure appropriate departmental approvals and signature of faculty sponsor for student research.** Unsigned applications will not be accepted for review.
5. **If the purpose of the research project is towards the completion of a master's thesis,** submit a copy of the thesis Proposal with your IRB application for review. The proposal must be approved by your committee before it is submitted for IRB review.
6. **Use the correct terms:**
 - You are submitting an “application” for IRB review, not an “IRB” for IRB review
 - Adults (over age 18) provide “**Consent**”
 - Children provide “**Assent**”
 - Parents provide “**Parental Permission**” for their children to participate in research and sometimes also “**Consent**” to participate in research with their child (e.g., mother-daughter dyads).
7. **Use Footers** to identify your various documents, e.g.
 - Consent Document, version 1, 6/1/2007
 - Assent Document, version 1, 6/1/2007
 - Recruitment Flyer, version 1, 6/1/2007
 - Recruitment Script, version 1, 6/1/2007
8. **Have someone independent of the research proof-read your documents:**
 - Applications frequently contain professional jargon that is clear to the PI, but confusing to others. Make sure your application is written in plain, understandable language free of professional jargon.
 - Review the protocol, Application, recruitment materials and consent documents for consistency in regards to number of subjects, procedures, payment of subjects, etc.
 - Does the timeline make sense? Is there a logical path for subject recruitment, consent, participation, compensation and follow-up?
 - The Application is an opportunity to educate the IRB. Do not assume that the IRB knows as much as the PI about the research.
9. **Submit all appendices, recruitment and informed consent documents:**
 - Include copies of all RECRUITMENT DOCUMENTS: flyers, scripts, recruitment letters, email announcements, brochures, etc.

- Submit all **RESEARCH INSTRUMENTS**: questionnaires, survey instruments, interview guides, discussion guides or data collection instruments that will be used.
- Include copies of all **CONSENT DOCUMENTS**: adult consents, assents, parental permissions, and HIPAA authorizations, if there are any.
- Submit all **SUPPORT LETTERS** and/or IRB approvals from other performance sites.
- All informed consent documents should be written at a level appropriate to the population being recruited. The IRB recommends the 8th grade reading level for community based research and if your subjects come from the general population.
- Submit each recruitment and consent document separately so IRB staff can stamp each document with an approval/expiration date and return it to you after IRB approval.

10. **Submit** 1 hard copy of the signed typewritten application and all supporting materials to the NEIU main campus in Lech Walesa Hall, Room 0042. 1 electronic copy of all materials, (with the application and informed consent form in Word format), should be emailed here at irb@neiu.edu.

11. Allow adequate time for IRB review:

Do not assume the IRB review will result in approval of the research the first time the IRB reviews the research. The IRB may require that that you make specified changes to the research protocol or informed consent document(s), confirm specific assumptions or understandings on the part of the IRB regarding how the research will be conducted, or submit additional documents, such that, based on the assumption that the conditions are satisfied, the IRB is able to make all of the determinations required for approval.

Author Reference

NEIU IRB

[UIC Top Ten Tips for IRB Submission](#)