

IRB Submission Procedures

I. Location of Application forms

- A. On College homepage, go under “About Keystone”, and choose “Academic Departments and Divisions”.
- B. Under Departments, click on “Academic Affairs.”
- C. Click on “Documents and Forms” on the right side.
- D. There will be a link for the IRB guidelines and forms. The forms are located within the guidelines document, starting on page 6.

II. Important Dates

- A. 15th of each month full committee review will take place
- B. IRB should receive applications for full or expedited review one week prior to full committee review (@ the 7th of each month)
- C. Applications should be submitted to Division reps. in the beginning of the month for their review and approval.

III. Submission to IRB Division Representative

- A. Applicant should inform/ask your Division Rep. in writing to review applications (either via email or letter).
- B. Division Rep. will review applications in entirety and make sure guidelines are met
- C. ALL application forms need to be filled out (typed) before submitting to the Division Rep. These include:
 - 1. IRB checklist form
 - 2. Pre-IRB form – must be signed off by the Division Rep. (pre-IRB reviewer space)
 - 3. Request For Approval Of Research, Demonstration Or Related Activities Involving Human Subjects Form
 - 4. IRB Application Sheet with a copy of the Letter of Solicitation (for research that will be published) along with a copy of the Informed Consent Form to be used.
- D. The Division rep will sign the Pre-IRB form if he/she feels all criteria of the application are satisfactory

IV. For courses focusing primarily on research, it may be useful for you to review the Human Subjects Video with your students. Contact me either via email or phone (ext. 8436).

V. Individuals doing research that will be published should complete the Online Human Subjects Certification Tutorial and include a copy of that certificate with his/her application. This training is located at the following link:

<http://phrp.nihtraining.com/users/login.php>