IRB Steps for Investigators Before Conducting Human Subjects Research

Steps for Submitting a New IRB Application

Step 1: Complete the Required Human Subject Protection Training

Principal Investigators and their co-investigators/study staff are required to take a human subjects protection training. To begin your training, request the Required Human Subject Training course information/instructions from the IRB Compliance Officer at: compliance@rvu.edu **or** log in at: https://about.citiprogram.org/ and click on "View Courses", scroll down to Learner Tools; Add a Course: **Introduction to Research**

Step 2: Students must fill out the "Student Research Approval Form" with a faculty mentor or preceptor listed. This is in the **Integrify** program at: https://rockyvista.integrify.com/login (Once logged in, click on "Create a New Project". Once complete, submit and await approval. You will upload this into the online IRB application system.

Step 3: Log into the Axiom Mentor online IRB system to fill out an application:

RVU IRB Applications - Axiom Mentor Login
For SSO (single sign on) RVU Users

https://www.axiommentor.com/login/shibLogin.cfm?i=rvu

Students: Log in with your email address and 365 password.
Faculty/Staff: Log in with your email address and RVU computer network password.

Preceptors outside of RVU network may obtain online user access from compliance@rvu.edu

Step 4: Submit the application to the IRB through the online system.

Prior to submitting your application, ensure that:

1. You and your study staff/co-investigators have taken the required human subjects protection training
2. You have completed the appropriate IRB application
3. You have obtained all investigators' electronic signatures
4. You have uploaded any study-related documents

NOTE: Exempt and Expedited submissions are reviewed on a rolling basis. If the study qualifies for Full Board review, it will be reviewed at the next Full Board meeting. Full Board meetings occur four times per year in March, June, September, and December or more often as determined.

PLEASE DO NOT CONDUCT HUMAN SUBJECTS RESEARCH WITHOUT IRB APPROVAL!!