

IRB Steps for Investigators Before Conducting Human Subjects Research

Principal Investigators / Student Investigators

Steps for Submitting a New IRB Application

Step 1: Complete the [Required Human Subject Protection Training](#)

Principal Investigators and their co-investigators/students are required to take a human subjects protection training. To begin your training, request the [Introduction to Research](#) training course information/instructions from the IRB Compliance Officer or go to: <https://about.citiprogram.org>

Step 1.b.: Students must fill out and have signed the “Student Research Approval Form” by a faculty mentor as the Principal Investigator and the director of Research. (found on the iNet)

Step 2: IRB applications are now filled out online at:

<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.

Projects that involve human subjects’ research may undergo one of three types of review:

- [Exempt Review](#)
- [Expedited Review](#)
- [Full Board Review](#)

The type of review depends on the risk level of the research and if the research falls into one of the expedited or exempt categories as defined by the federal regulations.

For assistance in determining which application should be completed for your study, please refer to the IRB’s guidance: [IRB Levels of Research Review](#) at: <https://www.rvu.edu/academics/office-of-research-and-scholarly-activity/irb-and-human-subjects-research/>

Once the application is received by the Compliance Officer, the IRB Chair will make the final determination on the type of review.

What happens if you fill out the wrong application?

The IRB may be able to obtain the necessary information from the application that was initially submitted. If additional information is needed, the IRB will let you know. In some cases, the IRB will ask that you complete the correct application for your study type.

Step 3: Obtain Appropriate Signatures & Approvals

- Be sure to include the Student Research Approval form signed by your faculty mentor and the Director of Research.
- Your signature is required on the IRB review application.
- Your faculty mentor and/or principal investigator must also sign the application.

- RVU has an IRB pre-review process and IRB applications will first be reviewed by the IRB Compliance Officer once submitted.

Notes:

If the project is federally funded and RVU is the prime awardee, submit a full copy of the grant application. If RVU receives a subcontract, submit relevant sections of the grant application and/or the scope of work. Additional steps are required if the project is related to grant funding.

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!!!

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