

Student Submission Checklist

Visit the Rowan IRB website: <https://research.rowan.edu/officeofresearch/compliance/irb/index.html>

- IRB questions can be directed to the Glassboro/CMSRU Research Compliance Specialist: <https://research.rowan.edu/officeofresearch/compliance/irb/contactirb/index.html>
- Technical questions related to CIRB should be directed to the CIRB Support Desk: <https://support.cayuse.com/>

Study Development

Complete the templates fully to the best of your ability. Remember to fill out the header and footer, delete any instructional text, and check for spelling and grammar mistakes. The final documents submitted to the IRB should be clean and professional.

- Download and complete the Study Protocol Template – use of the IRB template is required**

Download here:

<https://research.rowan.edu/officeofresearch/compliance/irb/submissions/initialsubmissions/index.html>

- Prepare the Informed Consent Forms – use of the IRB templates are required**

Download here:

<https://research.rowan.edu/officeofresearch/compliance/irb/submissions/consenttemplates/index.html>

- Prepare all recruitment materials (flyers, social media postings, email messages, etc.)**

Recruitment template can be downloaded here:

<https://research.rowan.edu/officeofresearch/compliance/irb/submissions/initialsubmissions/index.html>

- Prepare interview guides and/or survey instruments**

There is no template. Please remember to include these with your submission.

- Obtain local site approvals, if applicable**

Examples include letters of approval from a School District or Principal; IRB approval letters from another University; letters of support from the Director of a Community Organization, etc.

Additional Submission Materials

- Completion of online training:** CITI Human Research Group 3: Social, Behavioral and Education Research.

Download and save your CITI certificate so you can easily provide proof of completion, if needed.

Instructions here: <https://research.rowan.edu/officeofresearch/compliance/irb/educationciti/index.html>

- Completion of the Investigator Financial and Other Personal Interest Form**

Download here:

<https://research.rowan.edu/officeofresearch/compliance/irb/submissions/initialsubmissions/index.html>

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CIRB – Your online IRB submission portal

Register for a CIRB account by entering your Rowan University network username and password in the Login section. Students should usually register as a co-Investigator. Website: <https://rowan.cayuse424.com/> If you are a new user, please fill out a Cayuse IRB New User Request Form at: <https://research.rowan.edu/officeofresearch/compliance/irb/submissions/index.html>

Begin your CIRB submission by clicking “Create New Study”

Submit for review - Once the submission is prepared, inform your Principal Investigator so that they can review the materials and submit the study. **Only the PI can submit the protocol for review.**

What happens next?

Once the IRB is in receipt of your submission, you should receive a response in approximately 10 business days (depending on volume of submissions). This may be a request for changes/clarifications, approval of the study, or notification that the study requires review by the convened IRB (greater than minimal risk research).

See Cayuse Help Center, section on Responding to Reviewer Concerns:

<https://support.cayuse.com/hc/en-us/articles/115013785708-Addressing-Comments>

Post-approval

View your approval letter in CIRB to check your approval dates (**expedited studies expire and require annual review; exempt studies do not**), and make sure there weren't any other notes from the IRB before you begin your study

Download your stamped IRB-approved documents (consent forms and recruitment materials) – **you must use the IRB-approved document when obtaining informed consent signatures**

Remember to:

Submit a Modification in CIRB for any changes to the study or study materials

Submit a Continuing Review in CIRB prior to the expiration date, at least three weeks in advance

Close the study upon completion by submitting a Continuing Review – Final Report – **do this once you have completed all data collection activities**