Overview of Checklist
Use the checklist when completing an eIRB application and submitting to the Glassboro/CMSRU IRB. This checklist is designed to assist an investigator in the eIRB application submission process. Some sections below may not apply to every study.

Checklist

☐ - eIRB Section 1.0: Study Identification
- All personnel who will be assigned a role in the human subjects research study need to do the following:
  - Rowan personnel need to register in eIRB by going to eirb@rowan.edu and inputting their Rowan Network username and password
  - Any non-Rowan personnel to be assigned a role in the human subjects research study has to request a guest account

☐ - eIRB Section 1.2: IRB Researcher Training Records
- All personnel who will be assigned a role in the human subjects research study need to do the following:
  - Need to complete Human Subjects Research Protections training in CITI

☐ - eIRB Section 1.3: Conflict of Interest
- All personnel who will be assigned a role in the human subjects research study need to be listed on an Investigator Financial and Other Personal Interest Form
  - Investigators/Personnel must sign and identify if a significant financial interest exists or other conflict
  - Principal Investigator’s Department Chair or Assistant Dean must sign the disclosure form

☐ - eIRB Section 1.4: Required Departmental/Division Approvers
- If collaborating with another Rowan University Department/College, then include that Department as an additional Department Approver

☐ - eIRB Section 4.0: Study Funding and eIRB section 4.1: Study Funding Information
- Select “Yes” indicating study is funded
- Internal/Institutional (non-sponsored) should indicate the following when adding study sponsor
  - Institutional / Internal Funding
  - Department Funded

☐ - eIRB Section 5.0: Study Sites
- Identify a Rowan University study site location
  - Records stored, discussions, analysis, interaction, and use of infrastructure (Rowan computer labs, facilities or other buildings and systems) qualify as study activities that should be documented with a Rowan site location

☐ - eIRB Section 5.01: Non-Rowan Study Sites
- Identify a non-Rowan University study site location, if applicable to the research
  - Upload a non-Rowan study site approval letter, on site letterhead and signed by the authorized personnel
  - Letter should have a statement indicating acknowledgement of the study and approval to conduct the study
- **eIRB Section 7.0: Study Summary**
  - Download a Protocol Template, remove instructional and example text, provided study information in the appropriate sections in the protocol, and uploaded the completed protocol in the eIRB application.
  - Upload all research instruments – screening forms and documentation, surveys, interview questions, data collection sheets.
  - Research instruments should include a Rowan Logo and a one and quarter inch footer, with a version date and number on the left hand side, page numbers in the middle, and leave the right hand side blank.

- **eIRB Section 11.0: Recruitment of Subjects**
  - Upload applicable recruitment material and flyers; including but not limited to verbal recruitment scripts, telephone recruitment scripts, and advertisement text and pictures for the Internet and print media.
  - Recruitment materials and flyers should include a Rowan Logo and a one and quarter inch footer, with a version date and number on the left hand side, page numbers in the middle, and leave the right hand side blank.

- **eIRB Section 13.2: Consent Forms and Process of Consent**
  - Upload the applicable consent form templates, remove instructional text, update the appropriate sections of the template, and upload the applicable consent forms.

**Other guidance, hints, and tips for Investigators submitting a Human Subjects Research Project to the Glassboro/CMSRU IRB:**

1. Students cannot be a Principal Investigator.
2. Co-Investigators identified in the eIRB application will need to click on ‘Accept Participation’ prior to the Principal Investigator’s initial submission of the eIRB application.
3. For the initial eIRB submission, the Principal Investigator will need to click on ‘Submit Study’.
4. After the initial submission, all change requests and updates to the eIRB application as a result of the IRB reviews can be initiated by the Co-investigator.
5. If you are unsure the proposed research is human subjects research, then submit an application in eIRB, indicating the type as Non-Human.

**eIRB Registration guidance:**

1. Need to log into eIRB webpage and input Rowan University network username and password in login boxes on upper right of eIRB homepage.
2. Complete and input all information with a red asterick(*) next to it.
3. Faculty should identify their role as a Principal Investigator and Co-Investigator.
4. Students should only identify the role of Co-Investigator and Study Staff, and only input information related to their student status. Students should make the primary email account their Rowan University student email account.

**Rowan IRB webpages:**

- [http://www.rowan.edu/som/hsp/forms/index.html](http://www.rowan.edu/som/hsp/forms/index.html) - This webpage has submission guidance, protocol template, link to consent forms, and the Investigator Disclosure Form.
- [http://www.rowan.edu/som/hsp/som-eirb/material.html](http://www.rowan.edu/som/hsp/som-eirb/material.html) - This webpage will have the eIRB Investigator and Researcher Manual and Quick Reference Guide for download and to use in the eIRB submission process.
- [https://eirb.rowan.edu/eirb](https://eirb.rowan.edu/eirb) - eIRB homepage to log in to view study or create eIRB profile/account.
- [http://www.rowan.edu/som/hsp/education/HIPAAandMedicalResearch.html](http://www.rowan.edu/som/hsp/education/HIPAAandMedicalResearch.html) - HIPAA and medical research training guidance.