Rowan University **Institutional Review Board**

## Student Submission Checklist

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

- IRB questions can be directed to the RowanSOM IRB Program Assistant or 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

☐ **Forward Investigator Financial and Other Personal Interest Form to Rowan Faculty PI to review and complete**

*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** If you or any researcher has not registered/created a Cayuse Rowan IRB user account, a Cayuse IRB New User Request Form must be completed and submitted to Rowan ORC/IRB. Rowan ORC/IRB will create account and notify individuals when created. 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". Make sure to attach documents as PDFs as instructed in the Rowan CIRB submission for stamping purposes.

☐ **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 may expire and require annual review; exempt studies do not expire nor require annual review). Identify any conditions related to your approval 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