Radford University Institutional Review Board
New Submission Checklist

All Submissions

PRELIMINARY PREPARATION:

☐ IRB Training

☐ CITI IRB Training - Available Online (www.citiprogram.org)

☐ IRB Training Requirements and Tutorials listed on RU IRB website

☐ Course requirements differ for Faculty/Staff and Students (depending on risk level of student projects)

(http://irb-iacuc.asp.radford.edu/public_html/Pages/IRB%20Human%20Subj%20Training.htm)

☐ Training Certificates from CITI (if user is affiliated with RU) do not have to be uploaded to IRBNet

☐ Training Certificates from other sources (or CITI but not affiliated with RU) MUST be submitted as scanned hard copies uploaded to IRBNet (e.g., NIH IRB Training)

☐ Create Project in IRBNet

☐ Become a registered user in IRBNet, if needed (www.irbnet.org)

☐ Prepare/Assemble Documents for Project

☐ Download needed forms from IRBNet (www.irbnet.org) including, but not limited to:

☐ Initial Application for IRB Review

☐ Investigator Agreement Form

☐ Download needed templates from RU IRB website including, but not limited to:

☐ Informed Consent Templates

☐ Other Sample Documents and Guidelines
Exempt, Expedited, and Full Board Submissions

Universal Submission Package Content:

☐ Application for Initial Review of Protocol

☐ Training Certification if Not From CITI

☐ Investigator Agreement Forms
  ☐ PI’s, Co-PI’s, Student Investigators, as applicable
  ☐ Students must have Faculty co-sign their agreement forms

☐ Recent CV/Resumé
  ☐ Required for each investigator and student involved in the research

☐ IRBNet Package Sharing
  ☐ The PI must be shared with every submission. Students cannot be the PI on submission; instead they must share with the faculty PI.

Project-Specific Package Content*:

☐ Informed Consent/Assent Documents on Letterhead with Official RU Logo
  ☐ Exception: online survey consent forms do not have to be on Letterhead but must have RU Logo

☐ Surveys/Questionnaires/Other Research Tools Provided to Participants

☐ Recruitment and Other Supporting Documents, as Appropriate
  ☐ Study Advertisements, Initial Contact/Recruitment Scripts, Debriefing Forms, etc.
  ☐ Letters of Support or Cooperation from external study sites
  ☐ Grant/Award/ Funding Letters
  ☐ HIPPA Forms

*Please note that IRBNet has an upload limit of 6 megabytes per document
FINAL STEPS of INITIAL SUBMISSION PROCESS:

☐ IRBNet Signature
   ☐ Project/package must be signed in IRBNet by PI, indicating that the submission is complete and ready for review by the IRB

☐ IRBNet Submission
   ☐ Select “Submit this Project” from left-hand menu in IRBNet for the project to be locked and submitted to the RU IRB Office

WHAT COMES NEXT:

☐ IRB Office Pre-Review
   ☐ Your project/package will be reviewed by the IRB Office staff for completeness
   ☐ You will be notified if anything is missing and asked to revise your submission accordingly

☐ IRB Review
   ☐ The complete IRB submission will be forwarded to the appropriate IRB reviewer(s)
   ☐ The reviewer may require further revisions/modifications required before approval is granted

WHEN CAN YOU START YOUR RESEARCH?:

☐ You may begin your research when you have received your Approval Letter and stamped Informed Consent documents, as applicable if any were submitted with the application
   ☐ You MUST use the STAMPED versions of the consent documentation (except for internet-based research) provided to you by the IRB Office
   ☐ You may NOT use expired versions of stamped consent forms when conducting research.