

The principal investigator prepares the IRB application with the assistance and approval of their faculty mentor.

Appendices labeled PI first initial last name_appendicies title_first initial last name of mentor_vdate of creation (ex. RKemp_online consent_JBrogan_v08292023)

CITI certificates labeled First initial last name_CITI_date of completion (RKemp_CITI_08292023)

All files should be put into

Mentor only. Application materials are to be found on the Murray State IRB website.

Email Subject: Student IRB Submission, first initial last name

Email Body:

Principal Investigator

Faculty Mentor

Department

Project

notified via e-mail of the identification

number and receipt of the IRB application, within 48 business hours.

The Compliance Coordinator conducts an Initial Review to determine that the IRB application is complete and contains the following:

Completed Application

CITI Certifications for all researchers

The final format for online/electronic tests. Questionnaires, etc.

Proposed consent (or assent) forms, including text of oral explanations/scripts

Letter (or email) from agency granting permission to use their name

Letter (or email) of approval from participating organizations on official letterhead or with official title.

Copyrighted tests, questionnaires, etc....and include evidence of permission to use.

All other specially designed or public domain tests. Questionnaires, interview protocols, debriefing, etc.

JBrogan_online consent_v08292023)

CITI certificates labeled First initial last name_CITI_date of completion (RKemp_CITI_08292023)

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Email Body:

Principal Investigator

Department

Project title

Project period

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The principal investigator and faculty mentor will be notified via e-mail of

and whether or not any revisions must be made by the principal investigator, the decision may take from one day to one month or more.

Special Considerations

All student-initiated research projects which are conducted outside of the classroom require IRB review.

All Training Programs, regardless of source of funding (or unfunded), with a research component require IRB review.

All dissertation or thesis projects using human subjects require IRB review.

Continuing Review

Within a year following approval, the principal investigator will receive an email from IRBNet.org at 60, 30, and on the day of expiration. The principal investigator should complete the Continuing Review Form as soon as possible and return it to the IRB Office.

If changes need to occur the principal investigator should complete the Continuing Review Form as soon as possible and return it to the IRB Office.

The IRB may observe the project at any time.

Expedited and Exempt Reviews*:

Allow 2-3 weeks (business days) for Expedited from further review certification