

Steps to a Smooth IRB Journey

1st – SSU faculty member/advisor (FA) and any students complete the SAMPLE application (a Word Document). They also create documentation for Research Project (e.g., informed consent document written at an 8th grade reading level, questionnaires, etc.)

2nd – SSU faculty starts online DocuSign application, copying and pasting information from the sample application and attaching the documentation.

- Importantly, the SSU Faculty Member/Advisor must list *themselves* as Principal Investigator (PI) and list *all* Co-Investigators (CI)

3rd – A DocuSign email is sent for signatures from PI and the CI's. It is then sent to IRB Chair for review.

4th – Chair reviews application and documents:

- **If no revisions**, IRB Chair marks NO and initials. Faculty Advisor initials. It is sent back to IRB Chair for final review and official Study Approval number.
- **If revisions are requested**, IRB Chair marks YES, initials, and lists revisions needed on page 4. Faculty Advisor/PI will work with any students/CIs and submit revision drafts via EMAIL to IRB Chair and Sherry Scott.
- After a (potential) back and forth, revisions will be approved, assuming normal series of events.

Note: Changes cannot be made to actual application once submitted. If changes are requested for application, note the question # and the change on a separate document.

5th – Following the successful email exchange, PI submits the approved & revised forms into DocuSign (under the revised documents paperclip on their form)

6th – IRB Chair approves application and assigns official Study Number. Then the glorious research begins!

Note: After receiving the final DocuSign approval, investigators receive an email message with the Study Number/Approval stamp attached on all forms (consent, ads, etc.). Researchers must use those copies when distributing to participants.