General Information for What You Need to Know and Do to Submit an IRB Application for the First Time

1. Complete CITI training at <https://www.citi.org>

- print your completion certificate or save to your desk top for submission with your human subjects research application

2. Register as a New User for IRBNet at <https://www.irbnet.org>

3. Once you are registered as a new user in IRBNet, you will have access to all investigator forms needed for submission of your application to Suffolk University IRB (they are located in the Library Manager – select “Documents for Investigators).

-complete the appropriate application for (Human Subjects Research Application (HSRA) for non-exempt applications or Human Subjects Research Application for Exemption) (HSRAE) for exempt protocols. It might be beneficial to touch-base with Research Compliance to determine whether your project might meet exemption criteria

-complete the appropriate informed consent documents (standard document **or** request for waiver; if audio or videotaping, complete consent document for doing so in addition to standard informed consent document). **Note:** For research conducted exclusively on the internet and where the internet platform is used for consent purposes, you must submit a request for a waiver of documentation of informed consent.

-complete a data and safety monitoring plan for all non-exempt research.

4. When all forms and materials are completed, submit the following by uploading into IRBNet:

-HSRA or HSRA for Exemption

-a research protocol

-all recruitment materials (to include flyers, in person scripts, telephone scripts, email scripts, etc)

-applicable informed consent documents

-all research instruments

-data and safety monitoring plan

-CITI training certificate

5. Once documents are uploaded, electronically sign the package and send to Department Chair or Dean for electronic signature through IRBNet.

**Other Important Information:**

Consent documents that are used to recruit the general public as research participants should be written at the 8th grade reading level. Be sure to verify readability of the consent document and include that information of your application.

If you are using deception, be sure to include a script that will be used to debrief participants upon completion of the research.

Students are considered a vulnerable population, especially Suffolk University students who are recruited for participation in research by their professors. Adequate protections must be in place to ensure perception of undue influence or coercion.