Introduction to Submitting an IRB Application

All applicants should start by completing the required Moodle course, [Protecting Human Research Participants Training](https://moodle.carroll.edu/course/view.php?id=1151). Once you have completed it, you are ready to begin the Application, which is available on the [IRB website](https://www.carroll.edu/institutional-review-board/applying-irb-review). The IRB application is designed to be downloaded for completion and submitted electronically. Please mark all check boxes that apply and fill in all fields that are required for your project. If a field is not applicable, put “n/a” so that the reviewers know that you reviewed the information and deemed it not applicable.

Additional forms and supporting documentation may be required, depending on your application. Some of these are available as templates, where you can download the form and then adapt it to your project. These documents should be included in your submission, depending on your project.

* Completion certificates for Protecting Human Research Participants Training Moodle course (all applications, all researchers)
* IRB Application, available at the [IRB website](https://www.carroll.edu/institutional-review-board/applying-irb-review)
* Informed Consent Form, template available at the [IRB website](https://www.carroll.edu/institutional-review-board/applying-irb-review)
* Recruitment scripts, processes and promotional materials for your project
* Questionnaires, surveys, measuring devices or other materials related to data collection
* Research proposal, protocol, or grant application supporting the proposed project
* HIPAA Authorization Form, where applicable; template available at the [IRB website, in document 4.](https://www.carroll.edu/institutional-review-board/applying-irb-review)

Review Process

If a project requires IRB approval, that approval must be obtained prior to initiation of the project. All investigators should consult [the Carroll College IRB Policy & Procedures Manual](https://www.carroll.edu/institutional-review-board/applying-irb-review) for detailed instructions about the application and review processes. Generally, the process works as follows: (1) The applicant prepares the application according to instructions on the Application form. (2) The applicant completes the application and develops all required supporting documents (consent forms, recruitment scripts, survey materials, etc.). (3) The applicant retrieves all necessary signatures for the original form, printing if necessary. (4) The applicant scans and compiles all supporting documents, consent forms, recruitment scripts into a single pdf file. (5) The applicant uploads the single pdf file to the Moodle IRB, following instructions in the IRB Application.

How to Fill Out IRB Forms

Carroll College IRB application forms are designed to be downloaded from the College website and completed electronically. These forms are not designed to be printed and then completed manually, as there is not sufficient space for all responses.

The Principal Investigator is responsible for completing and uploading all applicable forms, while Faculty/Staff advisors have overall responsibility for student projects. Proposals that are incomplete or unclear will be returned to the investigator for completion or clarification, delaying the review and approval process.

To proceed, do the following:

a) Download the IRB Application from the [IRB website](https://www.carroll.edu/institutional-review-board/applying-irb-review). Complete the application and supporting forms (Consent Form, Waiver Form, etc.) as required.

b) Fill in the Application and fill in, develop and gather together all supporting documents.

c) Upload all document in a single pdf file to the [IRB Moodle page](https://moodle.carroll.edu/course/view.php?id=1151), Upload 1 and Upload 2. To review, we will need these documents:

i) IRB Application

      ii) Completion certificate for [Protecting Human Research Participants Training Moodle course](https://moodle.carroll.edu/course/view.php?id=1151), for all investigators and advisers (all projects)

      iii) Supporting forms (Consent Form, Waiver Form, etc.)

      iv) Research documents (recruitment materials, survey instruments, interview questionnaires, etc.)

Questions about the IRB application should be directed to the IRB Chair, Gerald Schafer [gschafer@carroll.edu](mailto:gschafer@carroll.edu) or 406.447.4405