

# Create and Submit an IRB Application in Kuali

This guide provides step-by-step instructions on how to create and submit an IRB application in Kuali. It includes information on navigating the application, completing required fields, attaching supporting materials, reviewing responsibilities, and submitting the application for review. The guide also provides tips and reminders throughout the process. It is a helpful resource for CSU faculty, staff, and students who need to seek IRB approval for their research projects.



Navigate to application by clicking the Complete an IRB Application link on the IRB website <https://www.columbusstate.edu/academic-affairs/research/irb/>

OR

Go to MyCSU <https://mycsu.columbusstate.edu/>



Alert! The online application is only available to be completed by CSU faculty, staff, and students. You must use your CSU login credentials to complete the application. Persons unaffiliated with CSU should contact the IRB at [irb@columbusstate.edu](mailto:irb@columbusstate.edu) for information on how to seek CSU IRB approval.

## 2 Click "Applications"

The screenshot shows the MyCSU Home dashboard. At the top is a dark blue navigation bar with the following links: Home, Faculty, Staff, Applications (highlighted with a red circle), Forms, and University Resources. Below the navigation bar, the text "MyCSU Home" is centered. The dashboard is divided into three main sections: "My To-Do List", "My Announcements", and "Quick Links".

- My To-Do List:** Contains a message stating that the to-do list will contain items for the user to complete and that there are no outstanding items.
- My Announcements:** Displays three announcements, each with a red exclamation mark icon and a dropdown arrow:
  - Important - Payroll Fraud Alert
  - Important - Payroll Fraud Alert
  - View the NISS Presentation
- Quick Links:** Displays four quick links with icons:
  - Outlook
  - OneDrive
  - B (Blackboard)
  - go (Canvas LMS)

## 3 Click "Kuali Build"

The screenshot shows the MyCSU Home dashboard with a grid of application tiles. The "Kuali Build" tile is highlighted with a blue border and a red circle. The grid contains the following tiles:

- Formstack Sign:** Digital Signature Platform
- GALILEO:** Informational Resources
- go:** Canvas LMS
- Handshake:** Student Jobs Portal
- Hyland OnBase:** Document Imaging Solution
- Infobase:** User Management
- Kuali Build:** Forms and Workflow Platform (highlighted)
- Kuali Integration Application:** Kuali Integration Maintenance
- LIVE CSU:** Essential Energy, Food, and Water
- Mathematica:** Technical Computing Platform
- MAXIENT:** Student Affairs Reporting
- Microsoft OneDrive:** Online File Storage
- Microsoft OneNote:** Online Note-Taking Software
- Microsoft Excel:** Microsoft Office

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On the home screen, scroll down and click "Office of the Provost and Executive Vice President" to find the IRB Application.

Office of Purchasing and  
Procurement

Office of Strategic  
Communication and  
Marketing

Office of Student Financial  
Services

Office of the Comptroller

Office of the Provost and  
Executive Vice President

Office of the Registrar

Office of the Vice President for  
Business and Finance

Plant Operations

Residence Life

Student Workers

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Click the IRB Application tile.

Build

Home

Action List 6

My Documents

Search

My-Connected Student  
Services

Office of Admissions

Office of Legal Affairs, Ethics,  
and Compliance

Office of Purchasing and  
Procurement

Office of Strategic  
Communication and  
Marketing

Office of Student Financial  
Services

Office of the Comptroller



Graduate Faculty  
Application



IRB Application



Faculty  
Qualifications  
Form



Fall Application for  
University  
Professional  
Development  
Grants



Educational  
Committee  
Add





Tip! If you click the heart icon in the upper left corner of the tile, you can easily find the IRB Application again in your Kualu Favorites tab.

6 Click "New" to start a new IRB application

The screenshot shows a web interface for IRB applications. At the top, there are tabs: 'board', 'Documents', 'Form', 'Workflow', and 'Publish'. Below these tabs, there is a row of action buttons: 'Export' (with a download icon), 'Share' (with a share icon), 'Data Settings' (with a gear icon), and 'New' (with a heart icon). The 'New' button is highlighted with a red circle. Below the buttons, there is a table with the following columns: 'Review Category Classification', 'Is approval conditional?', and 'Submitted'. The table contains two rows of data.

Review Category Classification	Is approval conditional?	Submitted
Expedited	No	Jul
Expedited	No	Jul

7

Answer the screening questions to determine if your project needs IRB review. The application will add and remove required fields based on the information you provide about your project.

IRB Application

Created at Aug 6, 2024 · 11:47 AM

DRAFT

Discard

Save

Submit

×

You may also contact us at [irb@columbusstate.edu](mailto:irb@columbusstate.edu)

Applicability

All research in which data about human subjects are collected or obtained with the intention of publishing and/or presenting the results in a public forum, regardless of whether there is any perceived risk, are required to be reviewed by the CSU IRB.

Note: Institutional research conducted to assess, develop, or improve CSU departments and/or services, and that will not be published or presented in a public forum, does not require IRB review.

Answer the questions below to determine if your project requires review by the CSU IRB.

Is this a student research project required for a class activity designed for class discussion or the teaching of research methods? [Note: NOT including dissertation or thesis projects] \*

☐ Yes
 ☒ No

The CSU IRB uses the definition of *research* found in 45 CFR 46 §46.102(l), which reads in part "*Research* means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge."

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If your project DOES require IRB Review, complete and submit the IRB application. If your project does NOT require IRB Review, please do NOT submit an application. Always contact the IRB at [irb@columbusstate.edu](mailto:irb@columbusstate.edu) for any questions.

☐ No

Does this research involve ONLY: Oral history, journalism, bio criticism, legal research, and/or historical scholarship. [See 45 CFR §46.102(l)(1)] \*

☐ Yes
 ☒ No

**Your project DOES require IRB Review. Please proceed forward with the application.**

The application sections and fields you will be required to complete details of your study. Certain fields will be added/removed based on

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Use the navigation tabs to move through the application. Sections will be automatically added or removed based on the responses you provide about your research project.

IRB Application

Created at Aug 6, 2024 · 11:47 AM

DRAFT

Pages

Introduction ☒

SECTION A: PROJE... ☐

SECTION B: PROJE... ☐


SECTION C: METH... ☐

SECTION I: CONFID... ☐

SECTION J: ELECT... ☐

Back

Next



COLUMBUS STATE UNIVERSITY

Introduction

Human Research Application

The Institutional Review Board (IRB) is concerned with the care and protections the human subjects in your research. You will be describing your study as it per to the human subjects. All research will adhere to the Federal Codes, State laws University rules and regulations regarding the use of human participants in rese (Note: This adherence includes FERPA and HIPAA regulations).

To avoid delays in the processing of your application:

- Make sure the information you provide is consistent throughout the

10

Complete all required fields in each section. Fields will be automatically added or removed throughout the application based on the responses you provide about your research project.

Introduction ☒

SECTION A: PROJE... ☒

SECTION B: PROJE... ☐


SECTION C: METH... ☐

SECTION I: CONFID... ☐

SECTION J: ELECT... ☐

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COLUMBUS STATE UNIVERSITY

SECTION A: PROJECT INFORMATION

1) Title of Project \*

My Research

2) Application Type \*

☒ New Project
 ☐ Resubmission of Withdrawn Project
 ☐ Continuing Project (previously approved)

Research Team

The Principal and Co-Principal Investigators (PI and Co-PI) **must** be **CSU affiliat** (e.g. faculty, staff, student) and provide their **CSU email** address in the applicati Non-CSU affiliated research team members should be listed in the *Other Person of the Research Team* table below.

The PI and Co-PI are responsible for protecting the rights and welfare of the



## 11 Required fields are marked with a red \*.

You will attach your individual supporting materials directly to the relevant sections of the application. Supporting materials include:

1. CITI Human Subjects Training Certificates
2. Recruitment materials
3. Informed Consent forms and Minor Assent forms
4. Agency approval letters
5. Copies of data collection measures (ex: demographic questionnaires, surveys, interview questions, observation forms)

You will no longer need to create a merged addendum file. Click "Select a file" to upload individual documents from your computer. If a file upload section has an \*, you are required to have and submit that type of supporting document. Add additional lines to attach multiple documents to a field.

### Principal Investigator (PI)

The person completing the application is automatically listed as the PI and will be the primary contact person for the IRB.

A copy of the PI's CITI human subjects research Training Certificate must be uploaded below.

Submitted By

Dees

Job Title

Department \*

Dean of the Provost...

CSU EMAIL \*

dees\_amber@columbusstate.edu

Training Certificate \*

Select a File

Are you a Co-Principal Investigator (Co-PI)? \*

If you are a Co-Principal Investigator (Co-PI) on a significant project, thesis, or dissertation, the faculty supervisor serves as the Co-

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The provided section information outlines what information **must** be included or addressed in each section item. Failure to provide all requested information will result in the application being returned for revisions or denied.

## 2) Application Type \*

- ☒ New Project
- ☐ Resubmission of Withdrawn Project
- ☐ Continuing Project (previously approved)

## Research Team

The Principal and Co-Principal Investigators (PI and Co-PI) **must** be **CSU affiliated** (e.g. faculty, staff, student) and provide their **CSU email** address in the application. Non-CSU affiliated research team members should be listed in the *Other Personnel of the Research Team* table below.

The PI and Co-PI are responsible for protecting the rights and welfare of the participants, providing appropriate oversight of the research team, and ensuring compliance with all laws, regulations, and policies applicable to human subjects research.

## Principal Investigator (PI)

The person completing the application is automatically listed as the PI and will be the primary contact person for the IRB.

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Click these "?" icons for additional clarification about questions or terms throughout the IRB application.

Dees.doc x (kB)

Are you a Co-Principal Investigator (Co-PI)? \*

If you are a Co-PI on a student project, thesis, or dissertation, the faculty supervisor serves as the Co-Principal Investigator.

Where other personnel that are part of the research team? \* ?

Do any of the Investigators or Other Personnel have a real, potential, or perceived conflict of interest with this study? \*

All research personnel who have contact with potential participants and/or participants (e.g., screening participants, collecting/recording data, access to identifiable data, or implementing an intervention). Personnel who will not have access to participants or identifiable data do not need to be added to an application.



## 14 Click "Save" periodically so you don't lose your progress!

M **DRAFT** Discard Save Submit X

Dees, Amber (12.0 kB) Delete

Is the applicant a Co-Principal Investigator (Co-PI)? \*

If the applicant is a Co-Principal Investigator (Co-PI), please provide the name of the Co-Principal Investigator and their role in the project, thesis, or dissertation, the faculty supervisor serves as the Co-

Is there other personnel that are part of the research team? \* ?

Provide the names of the Investigators or Other Personnel listed in this

## 15 Once you have completed the entire application, carefully review the responsibilities of the Research Team

Introduction

SECTION A: PROJE... ✓

SECTION B: PROJE... ✓

SECTION C: METH... ✓

SECTION D: HUMA... ✓

SECTION E: RECRUI... ✓

SECTION F: INFOR... ✓

SECTION G: OUTSI... ✓

SECTION H: RISKS ... ✓

SECTION I: CONFID... ✓

SECTION J: ELECT... ✓

### SECTION J: ELECTRONIC SIGNATURES

The Research Team, including the Principal Investigator, Co-Principal Investigator, and other personnel, must read and comply with all Columbus State University Institutional Review Board (IRB) Policies and Procedures. In addition, they must abide by all federal, state, and local laws regarding protection of human subjects in research.

As the Principal and Co-Principal Investigators, if applicable, you agree to follow these governing guidelines that include, but not limited to, the following policies and procedures. Failure to follow these guidelines may result in delays with the processing of this application and/or future applications.

1. Complete the CITI Human Subjects Research training and submit a training certificate with this application.
2. Submit copies of all supporting documents.
3. Begin recruitment and data collection after receiving notification of final IRB approval.

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Faculty supervising student projects should carefully review their additional responsibilities.

24 · 11:47 AM

DRAFT

Discard

Save

Submit

7. Notify the IRB regarding any adverse events, unexpected problems, or incidents that involve risks to participants and/or others.

8. If applicable, submit the Final Report Form within 12 months from the date of IRB approval using the template available on the CSU IRB website.

If this research study is a student-led project, the student's **faculty supervisor\***, also agrees to complete the following tasks as a condition of IRB review and approval:

- Collaborate with the student to develop the research study.
- Read and review this application with its supporting materials for content and clarity.
- Guide and oversee the procedures outlined in this application.
- Ensure that all of the Research Team responsibilities are fulfilled.

\*If you are a student, you must have a faculty supervisor included as the Co-PI for your study. Your faculty member must review and approve your materials before they will be reviewed by the IRB


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Once the application is complete, click "Sign this form"

- Collaborate with the student to develop the research study.
- Read and review this application with its supporting materials for content and clarity.
- Guide and oversee the procedures outlined in this application.
- Ensure that all of the Research Team responsibilities are fulfilled.

\*If you are a student, you must have a faculty supervisor included as the Co-PI for your study. Your faculty member must review and approve your materials before they will be reviewed by the IRB

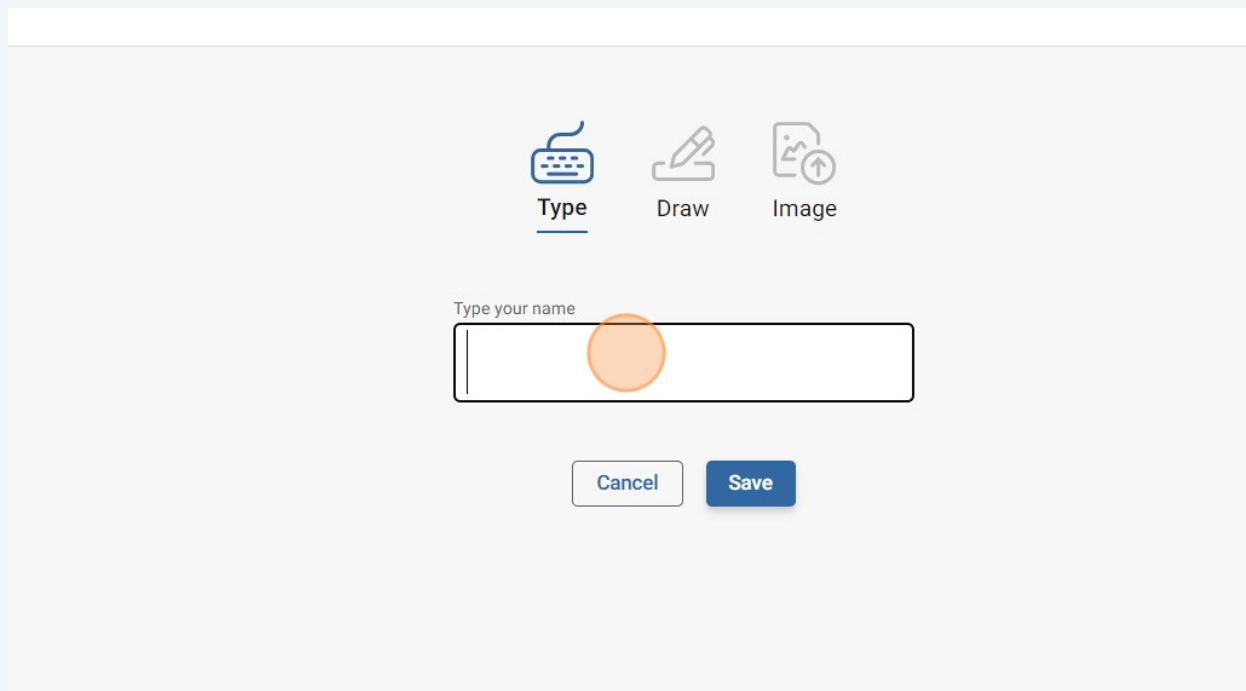
Principal Investigator's electronic signature \*

 Sign this form

Date \*

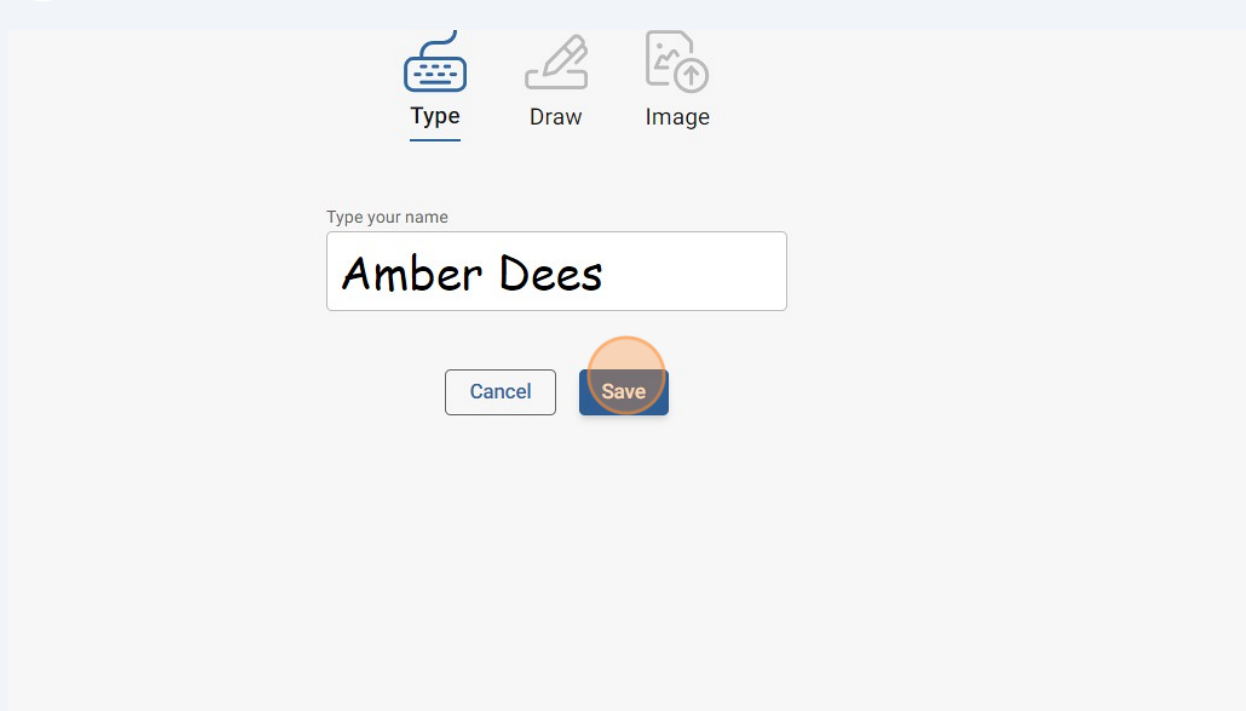
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Click type, draw, or image to add your signature. You must sign your complete name, as it is on file with the university, or the application will be returned for revisions.



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Click "Save"



20 Click the "Date" field.

This screenshot shows a portion of an IRB application form. At the top, there is a list of responsibilities for the Principal Investigator:

- Collaborate with the student to develop the research study.
- Read and review this application with its supporting materials for content clarity.
- Guide and oversee the procedures outlined in this application.
- Ensure that all of the Research Team responsibilities are fulfilled.

Below the list is a note: "\*If you are a student, you must have a faculty supervisor included as the Co-PI for your study. Your faculty member must review and approve your materials before they will be reviewed by the IRB".

The next section is titled "Principal Investigator's electronic signature \*". It displays the signature "Amber Dees" in a large, stylized font. To the right of the signature is a "Remove" button.

Below the signature section is the "Date \*" field, which is currently empty. An orange circle highlights the date input field.

21 Select the date you are signing the application.

This screenshot shows the same IRB application form as in the previous step, but with a date picker calendar overlaid on the "Date \*" field. The calendar is for the month of August 2024. The date "6" is highlighted with an orange circle, indicating it is the selected date.

The calendar interface includes a header with the month "Aug" and the year "2024", and navigation arrows. The days of the week are listed as S, M, T, W, T, F, S. The dates are arranged in a grid from 1 to 31.

The "Date \*" field below the calendar is empty, with a cursor visible inside the input box.

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Click "Submit" when you are ready to submit your application for review by the IRB. Once you submit your application, you won't be able to make changes to it unless it is returned to you by the IRB for revisions.

M **DRAFT** Discard Save **Submit** X

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**Alert!** The PI completes, signs, and submits the application. **If there is a Co-PI listed on the project**, they will receive a notification email once the PI submits the application. The Co-PI will be prompted to click a link in the email to access the application, review and make any edits, and sign the application. The Co-PI must complete this step before the IRB will receive the application for review.



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If you have not completed any of the required fields, the form will let you know by providing an error message after you click "Submit". Click "Details" for information on what fields have not been completed.

The screenshot shows a form titled "Failed to submit: The form has errors". A red vertical bar highlights the error message. The form is titled "DRAFT" and shows a date "Aug 6, 2024 · 11:59 AM". The form is divided into sections: C: METH..., D: HUMA..., E: RECRUI..., F: INFOR..., G: OUTSI..., H: RISKS ..., I: CO..., and J: ELECT... Each section has a status icon (checkmark or warning triangle). Section I: CO... has a warning triangle. The main content area shows text about the research team and IRB policies, followed by a list of requirements for the Principal and Co-Principal Investigators.

Failed to submit: The form has errors

Details

Dismiss

ed at Aug 6, 2024 · 11:59 AM DRAFT

C: METH... ✓

D: HUMA... ✓

E: RECRUI... ✓

F: INFOR... ✓

G: OUTSI... ✓

H: RISKS ... ✓

I: CO... ⚠ ✓

J: ELECT... ✓

The Research Team, including the Principal Investigator, Co-Principal Investigator, and other personnel, must read and comply with all applicable State University Institutional Review Board (IRB) Policies and Procedures. In addition, they must abide by all federal, state, and local laws regarding protection of human subjects in research.

As the Principal and Co-Principal Investigators, if applicable, you agree to follow these governing guidelines that include, but not limited to, the following policies and procedures. Failure to follow these guidelines may result in delays with the processing of this application and/or future applications.

1. Complete the CITI Human Subjects Research training and submit a training certificate with this application.
2. Submit copies of all supporting documents.
3. Begin recruitment and data collection after receiving notification of final IRB approval.

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The form will also highlight which section(s) have missing information. Click on the Section tab to navigate to the section and add the missing information.

The screenshot shows a form with a sidebar on the left containing section tabs. The tabs are: SECTION E: RECRUI..., SECTION F: INFOR..., SECTION G: OUTSI..., SECTION H: RISKS ..., SECTION I: CO..., and SECTION J: ELECT... Each tab has a status icon (checkmark or warning triangle). Section I: CO... has a warning triangle. The main content area shows text about the research team and IRB policies, followed by a list of requirements for the Principal and Co-Principal Investigators.

SECTION E: RECRUI... ✓

SECTION F: INFOR... ✓

SECTION G: OUTSI... ✓

SECTION H: RISKS ... ✓

SECTION I: CO... ⚠ ✓

SECTION J: ELECT... ✓

Back Next

As the Principal and Co-Principal Investigators, if applicable, you agree to follow these governing guidelines that include, but not limited to, the following policies and procedures. Failure to follow these guidelines may result in delays with the processing of this application and/or future applications.

1. Complete the CITI Human Subjects Research training and submit a training certificate with this application.
2. Submit copies of all supporting documents.
3. Begin recruitment and data collection after receiving notification of final IRB approval.
4. Obtain approval from the IRB prior to instituting any change in project protocol.
5. Obtain informed consent from all participants, and legal parent or guardian, to commencing this research study when applicable.
6. Maintain copies of all records and signed consent forms, if required, from each participant for the duration of the project.



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Missing fields will be highlighted with red font and will include the notice "This field is required."

After correcting all the errors, click "Submit" again.

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Next

category.

*The dropdown is provide solely for informational purposes and is not required for the application.*

Physiological, Anthropometric, Specimen, or related Measurements \*

- ☒ De-identified  
☐ Coded  
☐ Data will not be confidential

2-B) For the data that will be de-identified, explain the procedures for completing that process. \*

|

This field is required

## Saving and Returning to a Draft Application

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Once you have saved your application, you can click this X icon to leave the application and return at any time to complete it.

M DRAFT

Discard

Save

Submit



COLUMBUS STATE  
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## SECTION J: ELECTRONIC SIGNATURES

Research Team, including the Principal Investigator, Co-Principal Investigator, or personnel, must read and comply with all Columbus State University Institutional Review Board (IRB) Policies and Procedures. In addition, they must follow all federal, state, and local laws regarding protection of human subjects in research.

Principal and Co-Principal Investigators, if applicable, you agree to follow governing guidelines that include, but not limited to, the following policies and procedures. Failure to follow these guidelines may result in delays with the review process.

Discard

Save

Submit



COLUMBUS STATE  
UNIVERSITY

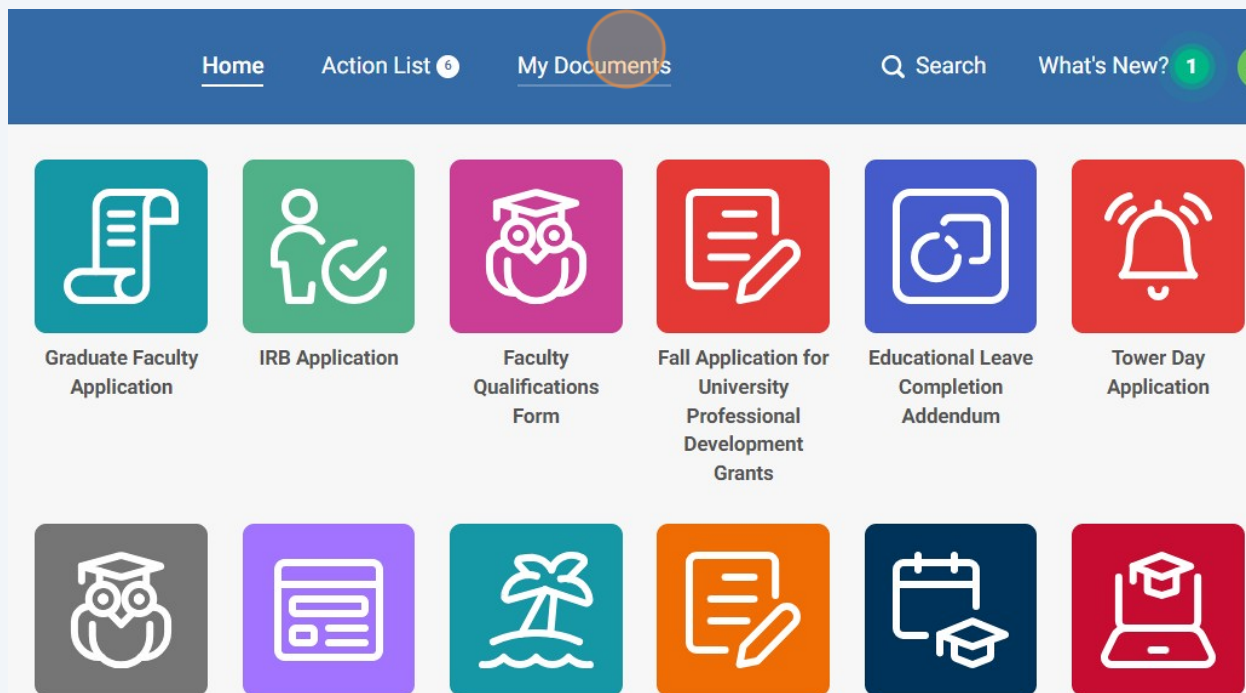
## SECTION J: ELECTRONIC SIGNATURES

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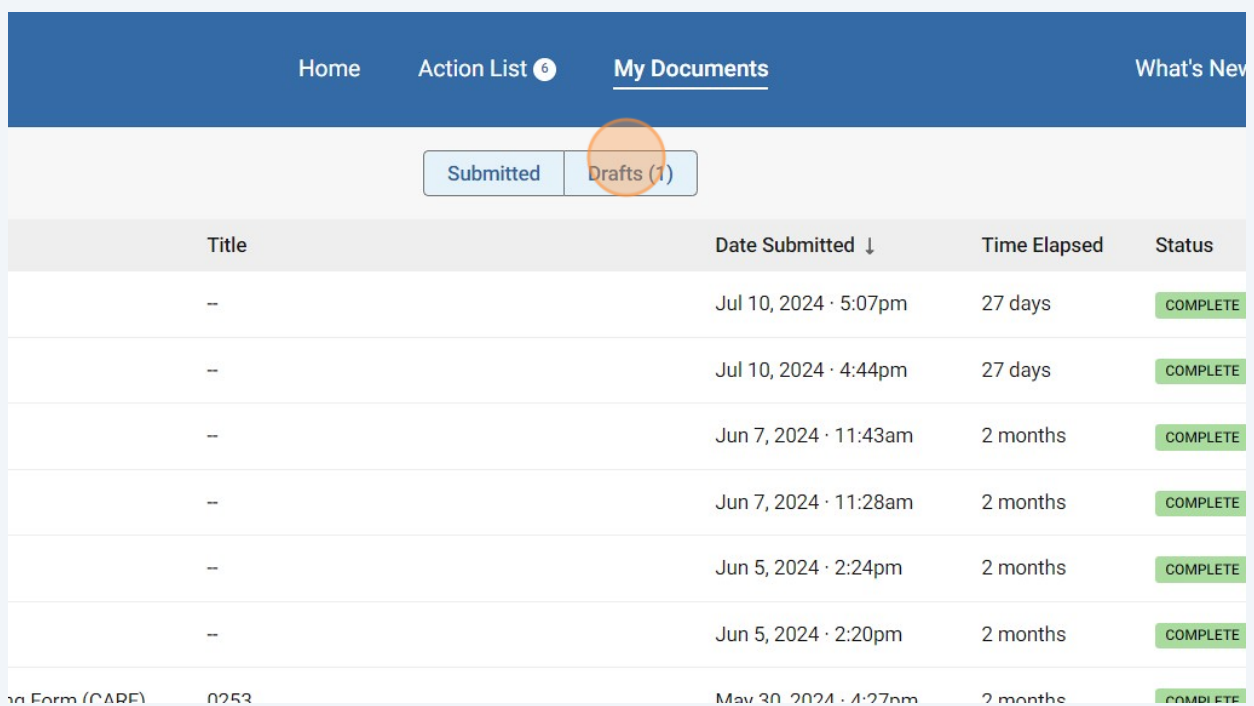
To return to your application and continue editing it, click "My Documents" on your Kualu home page.



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Click "Drafts" to find and edit applications that have not been submitted.

Click "Submitted" to find a copy of and the status of applications that have been submitted for review.



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Click on the application that that you want to review and/or edit. Once your draft application is ready for review, submit it following the instructions above.

The screenshot shows the 'Build' application interface. The top navigation bar is blue and contains the 'Build' logo, a menu icon, and links to 'Home', 'Action List 6', and 'My Documents'. Below the navigation bar, there are two tabs: 'Submitted' and 'Drafts (1)'. The 'Drafts (1)' tab is active. Below the tabs is a table with four columns: 'Form', 'Title', 'Draft Created', and 'Time Elapsed'. The table contains two rows of draft applications. The first row shows 'IRB Application' with a title of '--' and a draft created on 'Aug 6, 2024 - 11:47am', which is circled in orange. The second row shows 'IRB Application' with a title of '--' and a draft created on 'Jun 25, 2024 - 3:33pm'. Below the table, there is a 'Rows per page:' label.

Form	Title	Draft Created	Time Elapsed
IRB Application	--	Aug 6, 2024 - 11:47am	7 minutes
IRB Application	--	Jun 25, 2024 - 3:33pm	about 1 month

Rows per page:



Tip! Contact the IRB with any questions: [irb@columbusstate.edu](mailto:irb@columbusstate.edu)