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** for information on how to seek CSU IRB approval.

2 Click "Applications"

3 Click "Kuali Build"

4 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

5 Click the IRB Application tile.

Build ⋮   Home   Action List 6   My Documents   Q Se

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of Admissions

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of Purchasing and rement

of Strategic unication and ting

of Student Financial es

of the Comptroller

Graduate Faculty Application   IRB Application   Faculty Qualifications Form   Fall Application for University Professional Development Grants   Educati Com 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 Kuali Favorites tab.

6 Click "New" to start a new IRB application

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

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."

8 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** for any questions.

○ No

Does this research involve ONLY: Oral history, journalism, bio criticism, legal research, and/or historical scholarship. [See 4 §46.102(l)(1)] *

○ Yes
◉ No

Your project DOES require IRB Review. Plea 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

9 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

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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...	◯

[**Back**] [**Next**]

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.

cipal Investigator (PI)

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

y of the PI's CITI human subjects research Training Certificate must be
ned below.

itted By	Job Title
Dees	

rtment *	CSU EMAIL *	Training Certificate *
e of the Provost... ⇕	dees_amber@columbussta	Select a File

a Co-Principal Investigator (Co-PI)? *

ident project, thesis, or dissertation, the faculty supervisor serves as the Co-

s

12 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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13 Click these "?" icons for additional clarification about questions or terms throughout the IRB application.

Dees.doc x   kB)

a Co-Principal Investigator (Co-PI)? *

ident project, thesis, or dissertation, the faculty supervisor serves as the Co-

here other personnel that are part of the research team? * ❓

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.*

ny of the Investigators or Other Perso
tion have a real, potential, or perceive
ated with this study? *

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

M DRAFT   Discard   Save   Submit   ✕

e of the Provost... ⬍   dees_amber@columbussta   Testing -
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a Co-Principal Investigator (Co-PI)? *

ıdent project, thesis, or dissertation, the faculty supervisor serves as the Co-

5

here other personnel that are part of the research team? * ❓

5

ny 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

IRD Application • Created at Aug 6, 2024 • 11:17 AM   Discard

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.

16 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
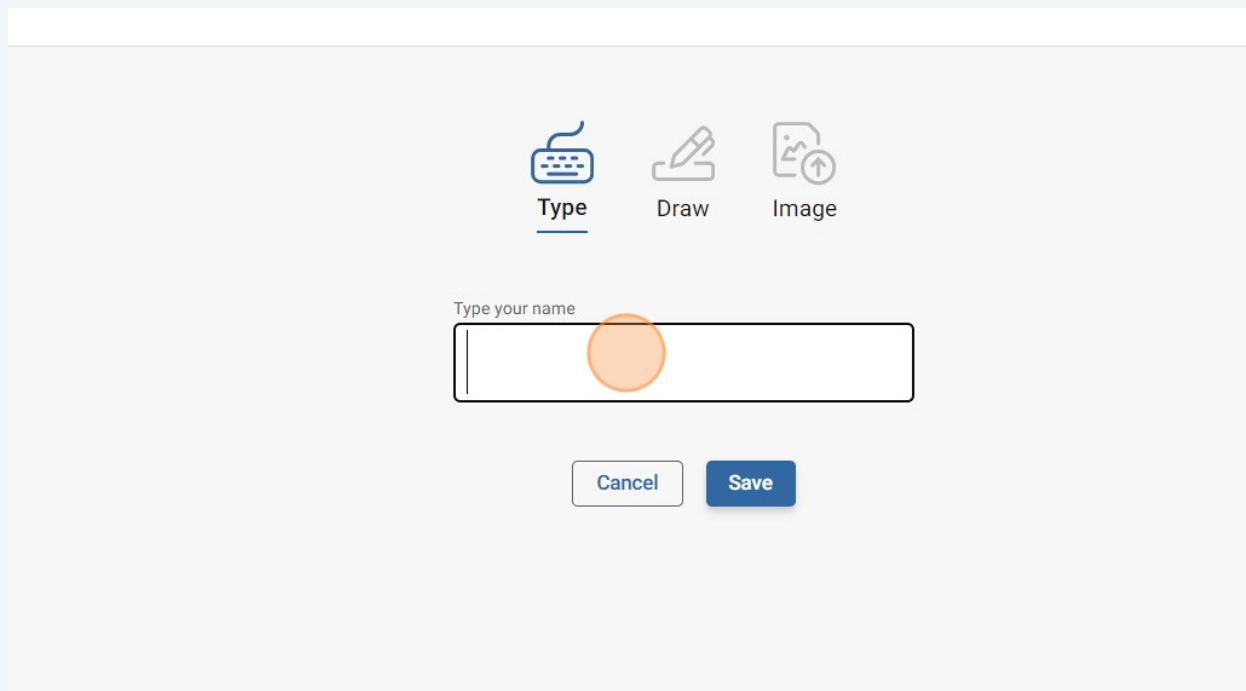
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17 Once the application is complete, click "Sign this form"

- 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 *

_____

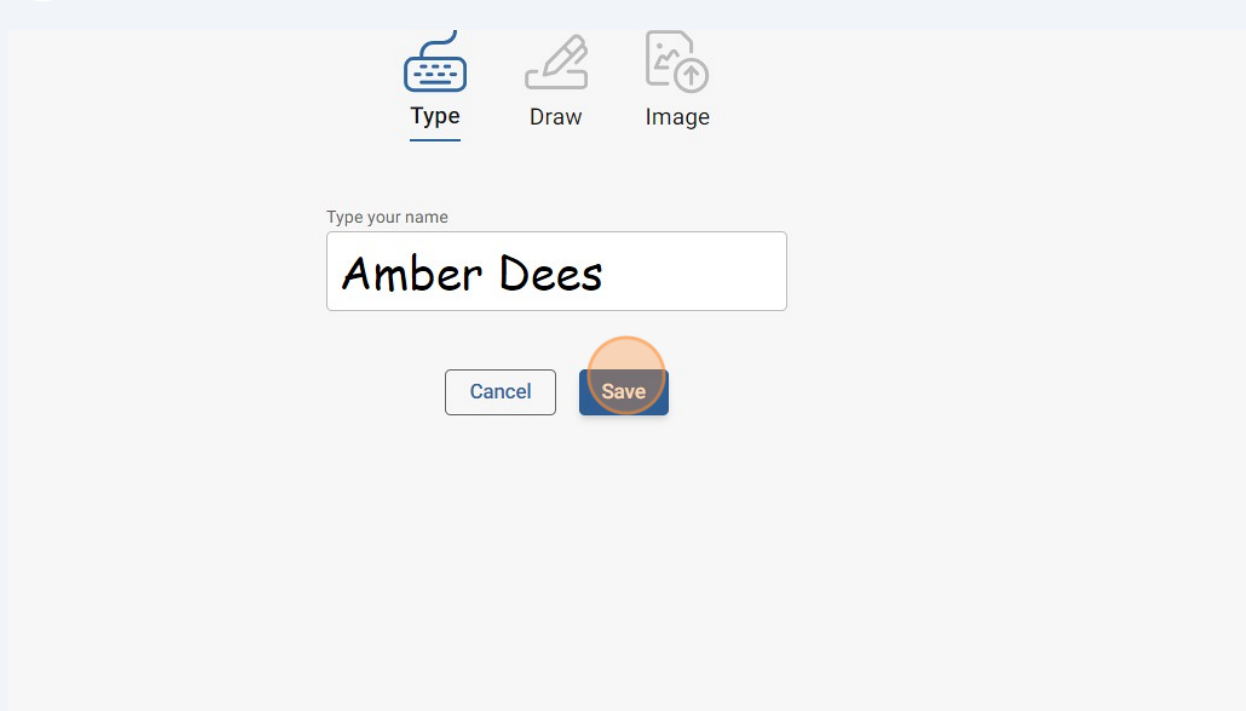**18** Click type, draw, or image to add your signature. You must sign your complete name, as it is on file with the university, or the application will be returned for revisions.

Type   Draw   Image

Type your name

Cancel   **Save**

19 Click "Save"

Type   Draw   Image

Type your name

Amber Dees

Cancel   Save

20 Click the "Date" field.

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Principal Investigator's electronic signature *

Amber Dees [Remove]

Date *

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21 Select the date you are signing the application.

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- Read and review this application with its supporting materials for content and clarity.
- Guide and overse ... cation.
- Ensure that all o ... re fulfilled.

*If you are a student, you must ... your study. Your faculty member must review and appro ... he IRB

Principal Investigator

Date *

‹	Aug ⇕	2024 ⇕	›

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 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.

⚠️ 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.

23 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.

ed at Aug 6, 2024 · 11:59 AM DRAFT

Disca...

⚠ Failed to submit: The form has errors
▶ Details
Dismiss

The Research Team, i... pal investigator, and other personnel, ...te 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

C: METH... ✓
D: HUMA... ✓
E: RECRUI... ✓
F: INFOR... ✓
G: OUTSI... ✓
H: RISKS ... ✓
I: CO... ⚠ ✓
J: ELECT... ✓

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24 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.

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 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 IRI approval.

4. Obtain approval from the IRB prior to instituting any change in project proto

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 e participant for the duration of the project.

25 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.

Saving and Returning to a Draft Application

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

Discard   Save   Submit   ✕

ON J: ELECTRONIC SIGNATURES

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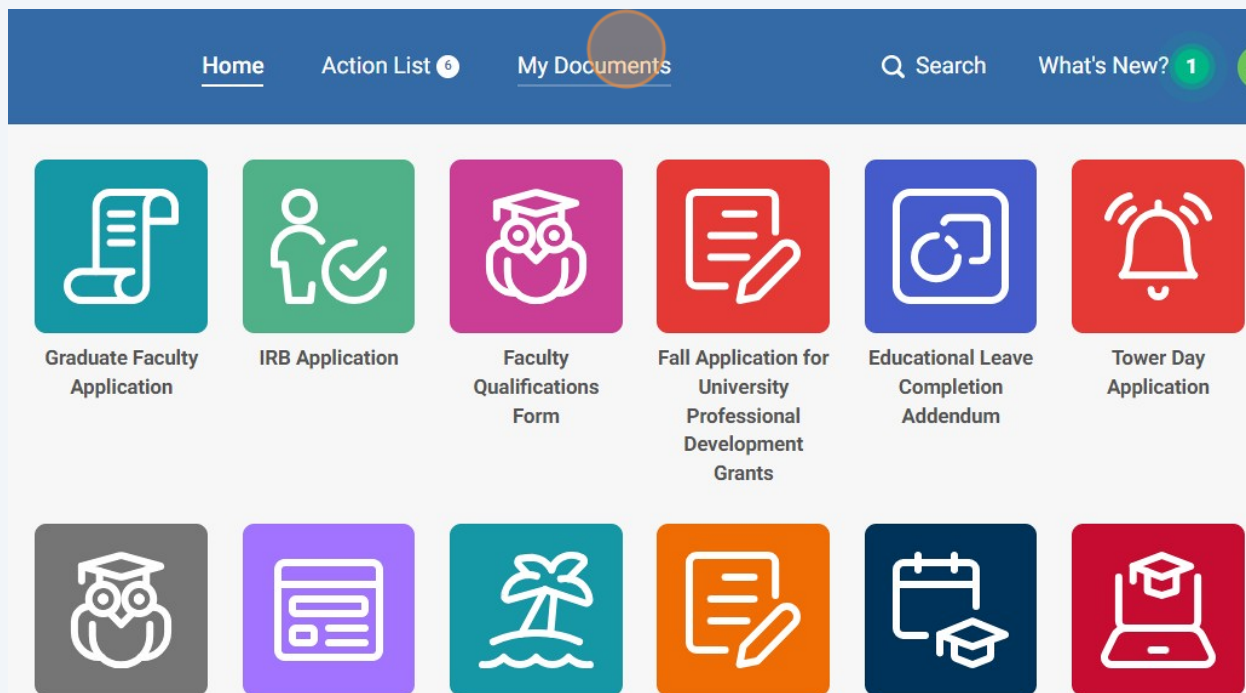res. Failure to follow these guidelines may result in delays with the

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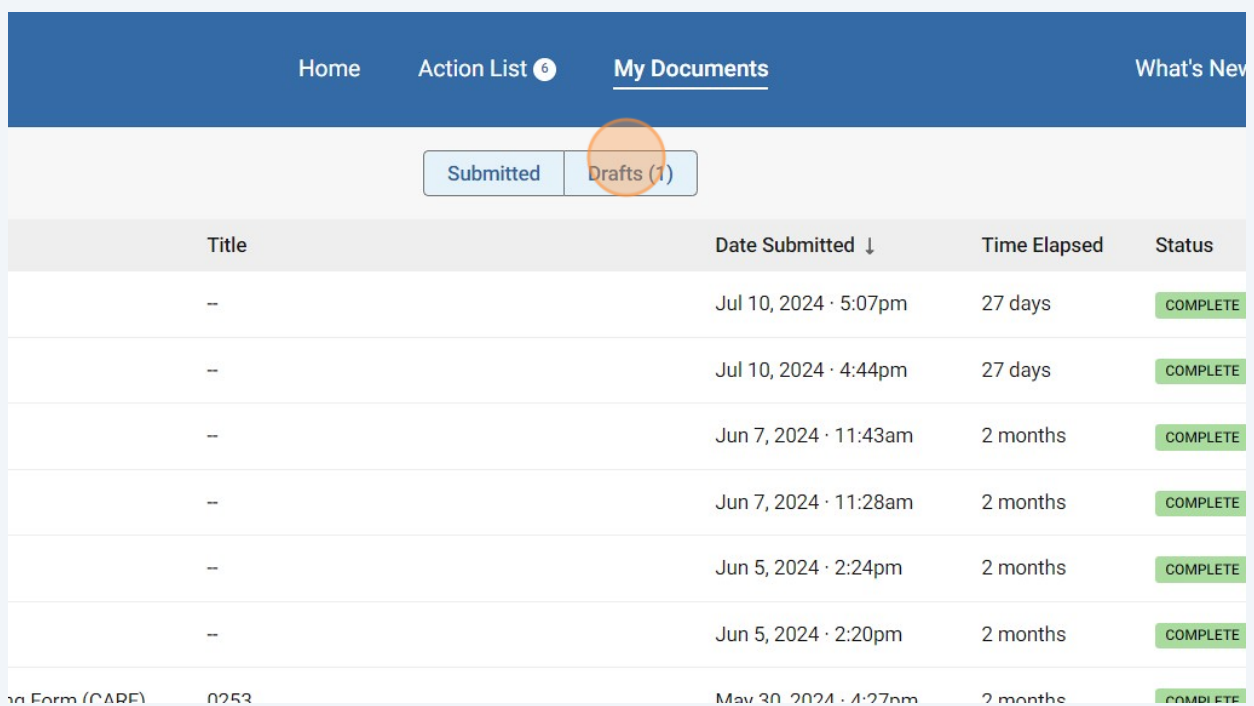**27** To return to your application and continue editing it, click "My Documents" on your Kuali home page.

Graduate Faculty Application	IRB Application	Faculty Qualifications Form	Fall Application for University Professional Development Grants	Educational Leave Completion Addendum	Tower Day Application

Home   Action List 6   My Documents   Q Search   What's New? 1

28 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.

Home   Action List 6   **My Documents**   What's Nev

Submitted   Drafts (1)

Title	Date Submitted ↓	Time Elapsed	Status
--	Jul 10, 2024 · 5:07pm	27 days	COMPLETE
--	Jul 10, 2024 · 4:44pm	27 days	COMPLETE
--	Jun 7, 2024 · 11:43am	2 months	COMPLETE
--	Jun 7, 2024 · 11:28am	2 months	COMPLETE
--	Jun 5, 2024 · 2:24pm	2 months	COMPLETE
--	Jun 5, 2024 · 2:20pm	2 months	COMPLETE
ng Form (CARE) 0253	May 30, 2024 · 4:27pm	2 months	COMPLETE

29 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.

Tip! Contact the IRB with any questions: **irb@columbusstate.edu**