

# Institutional Review Board

Columbus State University promotes and supports human research. Basic tenets of human research are voluntary participation and the ethical treatment of the subjects in the research process. The basic ethical principles are defined in the Belmont Report. The Code of Federal Regulations (CFR) defines the basic rules by which research should be evaluated (45 CFR 46). The purpose of the IRB is to ensure that the rights and welfare of all human subjects are protected.

## How to complete and submit an application:

Before getting started, carefully read all CSU IRB [Policies](#). Failure to follow policies and procedures may result in significant delays in the processing of your application.

Questions about the IRB Application process? Contact us at [irb@columbusstate.edu](mailto:irb@columbusstate.edu)

**NEW!!** Online Application: The online IRB application will be faster and easier to complete for most researchers. You can save your draft application and return later to keep working on it. Follow the steps below to submit an online application.

- Read the [Application Instructions: How to create and submit an IRB application in Kuali](#).
- Complete the [IRB Application](#).
- Attach supporting materials directly to the online application as individual files. Do **NOT** merge your documents into an addendum. Required supporting materials you will need to have available to complete the application:
  - Current CITI Human subject research training certificates for *every* member of the research team. \*\*\*\*[Click here for instructions on registering and completing CITI training](#).\*\*\*\*
  - Copies of all recruitment materials (print and electronic/digital).
  - Completed [Informed Consent template](#). For internet surveys and other web-based projects, complete the [Web-based Informed Consent template](#). Research involving minor participants will require minor assent and parental consent forms. For additional IC templates see the Additional Forms section below.
  - Letter of Cooperation on *institutional letterhead* from each off-campus site if applicable.
  - Copies of all data collection measures, protocols, and instruments. Examples- surveys, demographic questionnaires, interview questions, observation forms, checklists, visual prompts.

## The Application Review Process

The IRB review process is detailed in the IRB Approval Process flowchart below. At each stage of review the application may be returned to the research team for revisions. Each time revisions are requested the research team will have one opportunity to completely address the submission issues. **If the issues with the application are not resolved after one resubmission, then the researcher must wait 30 calendar days before resubmitting another revised application to the IRB.**

### [IRB Approval Process Flowchart](#)

- Visit [IRB Scheduled Meetings page](#) for information on anticipated dates of IRB operation and processing time frames.

All correspondence or inquiries for the IRB should be sent to [irb@columbusstate.edu](mailto:irb@columbusstate.edu)

## Additional Forms

Application:

- Alternate Informed Consent Templates
  - [Multiple Investigators](#)
  - [Parental Guardian Signature](#) (for High School Age Minors)
  - [Participant Researcher Signature](#)

Making Changes to Ongoing Research:

- [Project Modification Form](#) - If supporting materials are required for the modification request, all supporting materials should be merged into one Addendum document and submitted with the modification form as a separate attachment.

Authorization of Outside IRB Reviewed Protocols:

- [IRB Authorization Agreement](#) - IRB Authorization Agreements (IAA) allow two unaffiliated IRBs to establish an agreement under which one IRB agrees to rely on the other IRB to provide review and continuing oversight of a human subjects research project. **IAA requests MUST come directly from an IRB. The CSU IRB will NOT accept external IAA forms from members of the research team.**

Two common examples of how this form would be used:

1. A researcher from XYZ university, whose research protocol has been approved by XYZ IRB, wants permission to conduct human subjects research for the approved protocol at CSU. **The researcher would request that the XYZ IRB submit the IRB Authorization Agreement form to the CSU IRB at [irb@columbusstate.edu](mailto:irb@columbusstate.edu).**
2. A researcher from Columbus State University, whose research protocol has been approved by CSU IRB, wants permission to conduct human subjects research for the approved protocol at XYZ University. **The researcher would request that the CSU IRB submit the IRB Authorization Agreement form to the XYZ IRB. The researcher would need to provide the CSU IRB with the appropriate contact information for the outside IRB.**

If your research has been approved by an external IRB, and you would like permission to conduct your research at Columbus State, but the external IRB is unwilling to sign onto an IAA, contact the CSU IRB at [irb@columbusstate.edu](mailto:irb@columbusstate.edu).

## Annual Reports

[View annual reports for the IRB](#)

If you have any questions, contact the CSU IRB at [irb@columbusstate.edu](mailto:irb@columbusstate.edu)